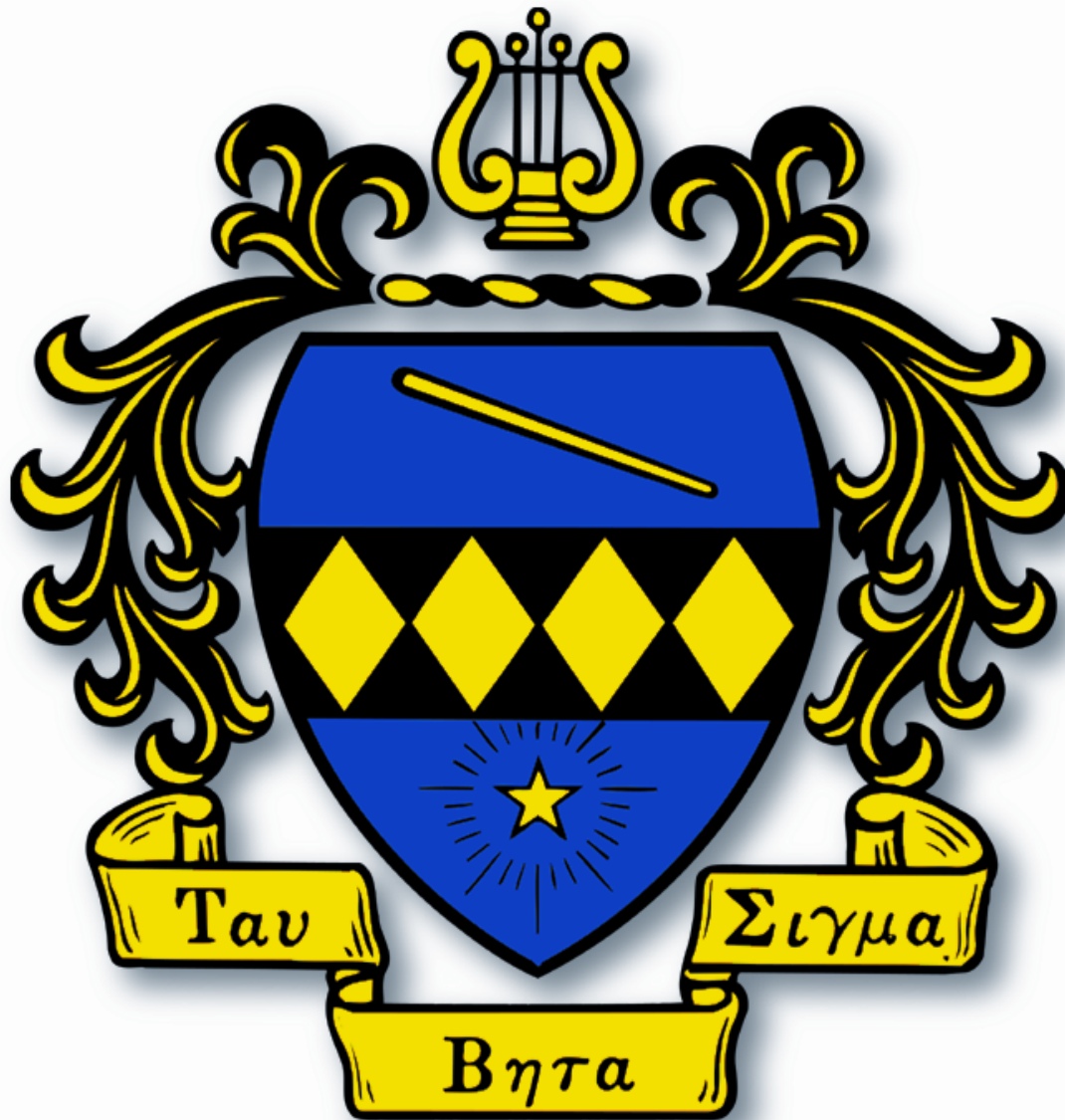


Official Bylaws of the Alpha Chi Chapter of Tau Beta Sigma



Adopted: November 24th, 2002
Redrafted: May 2013
Revised: December 2011

Preamble

Be it known that Tau Beta Sigma, National Honorary Band Sorority for the members of College and University Bands, upholds the following purposes:

- (1) To encourage musical interests, ability, and to promote band music among college students.
- (2) To help new band members to adjust to a new environment upon entering college.
- (3) To provide a pleasant and helpful social experience for all engaged in collegiate band work.
- (4) To promote and encourage the role of women in music.
- (5) To cooperate with other musical organizations in achieving the above purposes.

Article I: Name and Jurisdiction

1.01 The name of this organization shall be the Alpha Chi Chapter (Chapter # 46) of Tau Beta Sigma, National Honorary Band Sorority for College and University Band Members.

1.02 The jurisdiction of the Alpha Chi Chapter of Tau Beta Sigma Sorority shall be Northern Arizona University in Flagstaff, Arizona.

1.03 The Purpose of this organization shall be to provide service to the Northern Arizona University Bands program in accordance with the National Constitution of Tau Beta Sigma.

1.04 These bylaws shall be used as a supplement to the National Constitution of Tau Beta Sigma, and shall in no way conflict or receive priority over the same.

Article II: Membership

2.01 Chapter Membership shall consist of seven (7) types: Active, Conditional, Associate, Inactive, Honorary, Alumni, and Life. The sorority shall not recognize membership until all Membership Education fees and membership dues have been paid, and initiation as prescribed by the Ritual, completed.

2.02 An active member must be enrolled at Northern Arizona University as an undergraduate or graduate student. An active member must also participate in the Northern Arizona Bands program by performing in one of the Northern Arizona University Bands as prescribed by the Chapter Sponsor. Additionally, active members must pay local dues and fees to the Chapter's treasurer, maintain satisfactory attendance (Article V), and not exhibit conduct that is counterproductive to the purposes of the Chapter. The members must continue to fulfill these requirements throughout the entirety of each semester. Active members may attend meetings, vote, participate in Rituals, help with projects, hold office and are eligible to mentor a little sister of the Alpha Chi Chapter of Tau Beta Sigma and/or a little

brother of the Gamma Kappa Chapter (Chapter # 82) of Kappa Kappa Psi.

2.02.01 Participating in a band program is defined as being enrolled for credit and earning credit in one of the following ensembles: Lumberjack Marching Band, Wind Symphony, Symphonic Band, Collegiate Band, or the Jax Pep Band (Without pay, spring semester only).

2.02.02 All active members must maintain a minimum 2.5 grade point average (GPA) to maintain active status. Membership Education Candidates must have a minimum 2.5 GPA in order to enter into the Membership Education Process, and maintain that GPA to be granted active status.

2.03 An active member in good standing may request, in writing to the President and Secretary, conditional status in the Sorority when that member cannot continue to meet the requirements for active status. Conditional Status may not be held for more than one (1) calendar year. In order for a member to request conditional status, the written request must have chapter and sponsor approval.

2.03.01 Members on conditional status may attend chapter meetings, observe Ritual and participate in chapter fundraisers, service projects, social functions, attend District or National events, and any other chapter functions, but are not considered as part of a quorum. Conditional members must pay all dues and chapter fees during the period in which they are conditional. They may not hold office, propose candidates for membership, vote on any matters, or act in the capacity of a big sister.

2.04 Inactive members shall be former active members who are enrolled at Northern Arizona University, but do not pay membership dues or wish to remain affiliated with the Chapter. Inactive members are not considered in good standing and have no privileges of sorority membership.

2.04.01 If an inactive member wishes to resume active status, the member must pay all financial obligations to the Chapter and submit to the Chapter a written statement of why they wish to return to active status. The member may return to active status upon a three-fourths (3/4) favorable vote, as well as approval by the Chapter Sponsor.

2.05 Honorary membership shall be the highest honor bestowed by the chapter. An honorary member shall be an individual who has been recognized as outstanding in their field, or performed outstanding service to the bands at Northern Arizona University or the Sorority. Honorary members shall have their dues paid by the Chapter. The honorary members may attend all meetings and functions however they are ineligible to hold office, vote, or mentor a little sister. Honorary membership may be extended to no more

than one-fourth (1/4) of the active membership of that year, and shall be voted upon by a three-fourths (3/4) favorable vote. Undergraduates are ineligible for honorary status.

2.06 Active, Associate, or Conditional members become Alumni members of the sorority when they complete their education or terminate their affiliation with their college or university. Active, Associate, and Conditional members may elect to become Alumni Members upon completion of undergraduate education. If a member's collegiate education continues past four years, and she/he is unable to meet Active, Associate, or Conditional requirements, she/he may elect to have Alumni status, with Chapter and Sponsor approval. Should an inactive member choose to return as an alumni, said member must request, in writing, reinstatement from the National Council. Upon review of the inactive member's written request, the inactive member must receive a majority vote of the National Council. The individual must make payment of all financial obligations to the national organization, and the chapter if the National Council deems it necessary, in order to be granted privileges of membership.

2.07 Any active, associate, or conditional member, upon payment of a Life Membership contribution of the amount set by the National Headquarters and along with an application to the National Headquarters, shall be entitled to life membership privileges. That member's Life Membership shall not become effective until the completion of the member's education at Northern Arizona University. If the application for Life Membership is requested within two (2) years of graduation, it must have chapter approval. Life Membership payment does not exempt a member from payment of local and active member dues as the Life Membership will take effect upon graduation.

2.08 The guidelines for placing a member on probation shall be as follows:

2.08.01 An active member may be placed on probation if they do not meet the Chapter's requirements for active membership. A favorable vote of the Executive Council and approval of the Chapter sponsor is required to place a member on probationary status. A member placed on probationary status shall lose privileges stipulated by the Executive Council.

2.08.02 A member placed on probationary status must be informed by the Chapter President, in writing, of the following: the reasons for probation, a specified time mandated by the Executive Council in which to make restitution, and the obligations needed to be fulfilled within that time period. The member must be informed within seven (7) days of the Executive Council's decision.

2.08.03 If the member on probationary status meets the obligations set forth by the Chapter, the probationary status shall be lifted and the member shall be restored to their previous membership status. Fulfillment of all obligations shall be approved by the Executive Council and Chapter Sponsor. Failure to complete all obligations is just cause for the initiation of suspension proceedings at the

discretion of the Chapter.

2.09 The guidelines for placing a member on suspension shall be as follows:

2.09.01 A member may be placed on suspension for not fulfilling probationary obligations within the specified amount of time or by exhibiting behavior that is deemed by the Chapter to be detrimental to its purposes or ability to function.

2.09.02 If a member wishes to motion for the suspension of another member of the Chapter, he/she must present written charges of suspension to the Chapter President. Upon receiving said charges, the President or her/his agent must present a copy of the charges in writing to the member being motioned for suspension, the Chapter Sponsor, and the District Counselor within seventy-two (72) hours of receiving the charges.

2.09.03 Under New Business, at a chapter meeting specified by the Chapter President, the member may make her/his motion of suspension. If seconded, the charges shall be read to the Chapter by the President. Both the member presenting suspension charges and the member that the charges are being brought against shall present their cases to the active membership of Alpha Chi.

2.09.04 A three-fourths (3/4) favorable vote of the active membership is required to suspend a member of the Chapter. The specified time of suspension and requirements therein shall be decided upon at the discretion of the Chapter upon discussion and voting. A member placed on suspension loses all privileges of Active Sorority membership.

2.09.05 If the member on suspension meets the obligations set forth by the Chapter, the suspension shall be lifted and the member shall be restored to previous membership status at chapter discretion. Fulfillment of all obligations shall be approved by the Chapter, Chapter Sponsor, and District Counselor within ten (10) days. Failure to complete all obligations is just cause for either an extension of suspension or the initiation of expulsion proceedings at the discretion of the Chapter (Article 2.09).

2.10 The guidelines for the expulsion of a member shall be as follows:

2.10.01 A member may be expelled for not fulfilling obligations within the set amount of time while on suspension or by exhibiting behavior that is deemed by the Chapter to be gravely detrimental to its purposes or ability to function.

2.10.02 The member has a right to a hearing before the active membership and the Chapter Sponsor. At least one (1) week before the hearing, the member, Chapter

Sponsor, District Counselor and National Headquarters shall be notified, in writing, of the reason for expulsion.

2. 10.03 The hearing shall be held with the Chapter, and the Chapter Sponsor. The President shall read the charges to the Chapter. The charged member, or her/his council if desired, shall then present her/his defense. The Chapter shall hold discussion and then vote. A three-fourths (3/4) favorable vote, by secret ballot, is needed to expel a member.

2. 10.04 An expelled member is no longer eligible for membership in the Alpha Chi Chapter of Tau Beta Sigma. Said member must return to the Chapter all regalia and property of the sorority being held and their expulsion shall be noted on the master chapter roster at National Headquarters.

2.11 Members holding an office may not be placed on probationary status, suspended or expelled. To place a member holding an office on any of the aforementioned statuses, they must first be removed from office by resignation or an impeachment hearing (Article 7.03).

Article III: Membership Candidates and Initiation

3.01 The Membership Education Process shall be set according to the Vice President of Membership's guidelines. This process must follow all National guidelines.

3.02 Candidacy shall be by invitation only. An invitation shall be extended to any person enrolled in the Northern Arizona University bands program and who shows an interest in supporting and serving the cause of band music in the Nation's colleges and universities. Potential candidates should demonstrate characteristics illustrated by the Five Qualities to be observed at all times and the Eight Essential Factors which promote friendship and respect among Sorority members.

3.02.01 Invitation recipients shall be decided upon at a meeting of the Chapter. Recipients must receive a three-fourths (3/4) votes of all active membership to be invited. If a person is rejected in the special meeting the name shall not be proposed again until the next semester.

3.02.02 All candidates shall be members of the Northern Arizona University Bands program and shall have a 2.5 GPA. They shall demonstrate good strength of character and an outstanding interest in band work.

3.03 Before becoming eligible for active membership, candidates must complete the Membership Education process. If at any time during the Membership Education period, the Chapter feels that a candidate is not suited for membership, a three-fourths (3/4) vote of the active membership is required to terminate the candidate's process.

3.04 The membership education period shall continue no less than six (6) weeks after completion of First Degree. Membership, according to Ritual, shall be conferred upon satisfactory completion of the Membership Education period.

3.05 Alpha Chi shall use a standardized Membership Education Candidate Packet, which will include all lessons as suggested in the National Guide for Membership Education, tests to be administered to candidates, and other necessary information for the candidate process. This packet shall be reviewed each semester by the Vice President of Membership and the Membership Committee.

3.05.01 All members of the candidate class must have a cumulative grade of eighty (80) percent or better in the membership class.

Article IV: Officers

4.01 The officers of the Alpha Chi Chapter shall be: President, Vice President of Membership, Secretary, Treasurer, Sergeant at Arms, Guardian of Sisterhood, Director of Service Activities, Historian, Alumni Relations Officer and Webmaster.

4.02 Each chapter officer shall be an active member of the Chapter in good standing at the time of election and during her/his term of office. Each chapter officer shall be capable of representing the Chapter under all conditions, and will be willing and able to devote the necessary time to the execution of the office.

4.02.01 A member who has been elected to an office but does not enroll in band in the course of the term of office is ineligible to continue as an officer of the chapter.

4.03 The officers of the Sorority, excluding Webmaster, shall be elected by the active membership at a special meeting determined by the chapter prior to the conclusion of the fall semester. A quorum shall be necessary for elections.

4.04 The office of Webmaster shall be appointed by the current Webmaster and President.

4.05 Active members eligible to serve as officers cannot occupy more than one (1) elected office at the same time.

4.05.01 In the event that the chapter deems it necessary, any two related offices, with the exception of President and Vice President of Membership, can be combined by a three-fourths (3/4) majority vote.

4.06 Members must have completed one (1) full semester of tenure or greater from date of initiation to run for an office that serves on the Executive Council.

4.06.01 In addition, to be eligible to run for the offices of President or Vice President of Membership, a member must have served in an office or as a committee head prior to the date of election.

4.06.02 Each officer shall be elected to a term of office of one year. The President and Vice-President of Membership shall not exceed more than two (2) terms in office for their respective offices.

4.07 In the case of a vacancy in a Chapter office, the appointment of an interim is at the discretion of the Chapter but shall include an election. In accordance to the National Constitution this does not apply to the office of the President. This election shall be held in accordance to Roberts Rules of Order (see Chapter Operations Handbook).

4.08 The Chapter Officers shall be as follows:

4.08.01 The President shall oversee all chapter activities, encourage and promote “For Greater Bands.”

4.08.01.01 The Chapter President shall:

- Preside at all meetings of the chapter, and create agendas with officers before meetings
- Ensure that committees and members are assigned
- Sign all checks, contracts, and other instruments of official chapter business
- Serve as the official representative of the chapter whenever necessary
- Maintain the chapter email account, checking it regularly and passing on important information to the chapter and chapter sponsor
- Check the chapter’s postal mailbox and relay important information to the chapter
- Meet with the Chapter Sponsor and the Director of Bands as needed
- Oversee the Fall Activity Report, Chapter Summary Report, and any other reports required by National Headquarters or Northern Arizona University
- Hold owner privileges on the Chapter and joint listservs
- Administrator of alumni listserv
- Ensure that all forms (initiate registration, alumni documents, etc.) are sent to National Headquarters in a timely manner
- Meet with the Chapter Officers as needed
- Fill out and turn in all Convention paperwork
- Ensure that Alpha Chi continues to be a registered organization on the NAU campus
- Ensure that all officers are fulfilling the responsibilities of their offices

- Hold absence notification meetings and fill out the required form
- Serve as an ex-officio member of all committees
- Chair the Executive Council as needed
- Serve as a voting member of the Executive Council

4.08.02 The Vice-President shall be in charge of finding good potential sisters, recruiting those sisters, teaching them the ways of the sisterhood, and ensuring that sisterhood education never ceases.

4.08.02.01 The Vice-President shall:

- In the absence of the President, preside over chapter meetings
- Take over the office of President if the current President is no longer able to fulfill the duties
- Develop/Maintain a Membership Education Program
- Oversee and lead the education of all Membership Candidates
- Work with the Secretary to exchange contact information between sisters and Membership Candidates
- Be the liaison between the Chapter and the Candidates
- Send out the invitations to the Honorary candidates as chosen by the Chapter
- Write a semester review at the end of each semester to help fill out the Fall Activity Report and Chapter Summary Report
- Chair the Membership Committee
- Serve as a voting member of the Executive Council

4.08.03 The Secretary shall prepare documents and forms, maintain pertinent chapter records, and facilitate correspondence within and outside the Chapter.

4.08.03.01 The Secretary shall:

- Take accurate minutes at all chapter meetings
- Keep and record attendance at all official chapter events
- Ensure proper completion of all forms required by National Headquarters
- Mail all forms to National Headquarters certified mail with delivery confirmation
- Maintain a record of each member including name, address, phone number, instrument, major, email address, and any other important information
- Notify all members of upcoming activities and meetings
- Oversee all official inter and intra-chapter communication
- Oversee all public relation matters for the chapter
- Keep accurate, up-to-date records of correspondence, attendance, and sister information

- Inform individual members of attendance problems (Article VIII)
- Write a semester review at the end of each semester to help fill out the Fall Activity Report and Chapter Summary Report
- Send news items to the National Executive Director
- Serve as a voting member of the Executive Council

4.08.04 The Treasurer shall oversee all financial matters for the chapter.

4.08.04.01 The Treasurer shall:

- Keep up-to-date records of all accounts held by the chapter
- Sign all checks written by the chapter
- Keep records of all financial transactions of the chapter from the past five (5) years
- Deliver to the Historian all financial records more than five years past to be archived
- Report at each meeting any transactions made on the chapter's accounts, the current balance of the chapter's accounts, and the balance available for use by the chapter
- Fill out and turn in the Chapter Personnel Report
- Collect all payments, including dues, from the chapter
- Report to the chapter any delinquent payments
- Cash all checks written to the chapter within 30 days of receipt, unless granted permission to do otherwise by the check holder and the Executive Council
- Complete and turn in all Membership and Honorary forms
- Contact your University Accounting Services early enough to requisition funds (where applicable) before deadline
- Write a semester review at the end of each semester to help fill out the Fall Activity Report and Chapter Summary Report
- Chair the Ways and Means Committee
- Serve as a voting member of the Executive Council

4.08.05 The Sergeant at Arms shall ensure proper conduct and decorum is maintained in meetings and shall incorporate Robert's Rules of Order as prescribed by the National Constitution. He/she is also responsible setting up Ritual and the maintenance of Ritual equipment.

4.08.05.01 The Sergeant at Arms shall:

- Advise the President of any matters concerning parliamentary procedure or constitutional compliance
- Develop/Maintain the Chapter Operations Handbook
- Has access to a copy of Robert's Rules, bylaws, the National Constitution, Chapter Operations Handbook, the Joint Chapter Bylaws

- of Gamma Kappa and Alpha Chi, and any other pertinent documents.
- Maintain bylaws
- Maintain Ritual equipment
- Plan and propose chapter dress up days to the chapter for each month
- Write a semester review at the end of each semester to help fill out the Fall Activity Report and Chapter Summary Report
- Chair Jurisdiction Committee
- Chair Ritual and Regalia Committee
- Serve as a voting member of the Executive Council

4.08.06 The Guardian of Sisterhood shall be responsible for Post Membership Education and socials, as well as the planning of joint activities with the Guardian of Brotherhood from Gamma Kappa (Kappa Kappa Psi).

4.08.06.01 The Guardian of Sisterhood shall:

- Facilitate and help to maintain the bonds of sisterhood
- Develop/Maintain a Post Membership Education Program
- Plan and facilitate joint programs and socials with the Guardian of Brotherhood
- Run the Sir Lizzie Award at every meeting
- Run the Distinguished Sister Award three times in an academic year and submit to the District
- Write a semester review at the end of each semester to help fill out the Fall Activity Report and Chapter Summary Report
- Chair a Sisterhood Committee in order to plan and facilitate chapter social activities
- Serve as a voting member of the Executive Council

4.08.07 The Director of Service Activities shall be responsible for all service projects as well as the planning of all joint service activities with the Service Chair from Gamma Kappa (Kappa Kappa Psi).

4.08.07.01 The ~~Vice President of Service~~ Director of Service Activities shall:

- Plan and facilitate all chapter service projects
- Plan and facilitate all joint service activities with the Service Chair of Gamma Kappa
- Write a semester review at the end of each semester to help fill out the Fall Activity Report and Chapter Summary Report
- Chair the Service Committee
- Serve as a voting member of the Executive Council

4.08.08 The Historian shall maintain a historical record of the chapter.

4.08.08.01 The Historian shall:

- Keep a record, as accurate and detailed as possible, of all chapter events
- Produce a “Semester in Review” report each semester to be presented to the chapter. This review may include both a written and pictorial accounts
- Maintain and update the chapter bulletin board
- Be in charge of creating a chapter display for all District and National Conventions
- Compile and archive all old records
- Update the display case at the beginning of each semester
- Be responsible for storing the physical history of the chapter
- Maintain an archive of past financial transactions greater than five (5) years old
- Properly dispose of records ten (10) years old with chapter consent
- Write a semester review at the end of each semester to help fill out the Fall Activity Report and Chapter Summary Report
- Chair the History Committee

4.08.09 The Alumni Relations Officer shall ensure that the chapter and the alumni are in constant communication.

4.08.09.01 The Alumni Relations Officer shall:

- Keep alumni, life, and honorary members up-to-date concerning chapter activities and news
- Provide alumni, life, and honoraries with active sister contact information
- Provide sisters with alumni, life, and honorary sister contact information
- Send out, over email and/or postal mail an alumni newsletter as desired
- Hold owner privileges of the alumni listserv
- Administer the alumni Facebook group
- Write a semester review at the end of each semester to help fill out the Fall Activity Report and Chapter Summary Report
- Keep an up to date Honorary Member roster
- Maintain Alumni Relations Officer Binder
- Chair the Alumni Relations Committee

4.08.10 The Webmaster shall maintain and update the Alpha Chi Chapter website as a means of communication with all current members, alumni, and others in the community.

4.08.10.01 The Webmaster shall:

- Update the website as needed with information including but not limited to, upcoming events, current officers, active member profiles, active resources, and other pertinent information
- Work with the Vice President of Membership to post MC lessons and resources
- Work with the Historian to post pictures from events
- Work with the Alumni Relations Officer to post alumni biographies and information for alumni
- Maintain the website account
- Maintain a working notebook with specific instructions on how to edit the website, to be passed down to future Webmasters in order to maintain a functional and appealing website

4.11 Each officer, except the President, shall have one vote at all meetings of the chapter. The President shall only vote when the vote is by secret ballot.

4.12 The policies for the impeachment of an officer shall be as follows:

4.12.01 The highest ranking officer not in question shall run the proceedings.

4.12.02 If a member wishes to motion for the Impeachment of an officer, he/she must present written charges of impeachment to the highest ranking officer not in question no less than one (1) week before the meeting the charges are to be brought forth. Upon receiving said charges, the presiding officer must present a copy of the charges to the member to be impeached within twenty-four (24) hours of receiving said charges. During this time said officer shall have the opportunity to resign.

4.12.03 If the officer does not resign, said charges shall be read at the next chapter meeting. A hearing shall take place at the following regular chapter meeting prior to New Business.

4.12.04 The hearing shall proceed in the following order: The highest presiding officer not in question shall read the charges to the Chapter, the charged member shall present her/his defense to the Chapter, the Chapter shall hold discussion, and then the Chapter shall vote on the matter. The vote shall be by secret ballot. A favorable vote of three-fourths (3/4) of active membership is necessary to remove an officer from her/his office.

4.12.05 The officer in question shall not be prohibited from attending any of the proceedings concerning her/his impeachment.

4.12.06 If no contact from the officer in question is made within two (2) weeks from being contacted by the presiding officer, they can be removed by a three-fourths (3/4) favorable vote of the active membership.

Article V: Committees

5.01 The Standing Committees of the Chapter shall be: Executive Council, Membership Committee, Ways and Means Committee, Jurisdiction Committee, Ritual and Regalia Committee, Service Committee, Sisterhood Committee, History Committee and Alumni Relations Committee.

5.01.01 The Executive Council shall operate on behalf of the Chapter between meetings. They shall discuss the operation of the Chapter and recommend actions to be taken by the Chapter.

5.01.01.01 Each member of the executive council shall receive one (1) vote, including the President while serving as chair of the council. A two-thirds (2/3) majority vote shall be required to make an executive decision.

5.01.02 The Membership Committee shall be charged with assisting the Vice President of Membership in her/his duties pertaining to the Membership Education Process and all recruitment activities. These responsibilities shall include, but are not limited to, updating the Membership Education Process and planning rush week.

5.01.03 The Ways and Means Committee shall be responsible for investigating possible fundraising activities, and reporting said opportunities to the Chapter. If the Chapter decides to participate in a fundraiser, the committee shall help organize and run said fundraiser.

5.01.04 The Jurisdiction Committee shall be charged with the review of the bylaws to ensure that they are in compliance with the National Constitution of Tau Beta Sigma.

5.01.05 The Ritual and Regalia Committee shall be charged with assisting the Sergeant at Arms with maintaining Ritual equipment and preparing for all Rituals.

5.01.06 The Sisterhood Committee shall be charged with assisting the Guardian of Sisterhood in planning and presenting socials for which the Chapter can participate in.

5.01.07 The Service Committee shall investigate and present to the Chapter opportunities to provide service to the Northern Arizona University Band Program and the Flagstaff Community.

5.01.08 The History Committee shall be charged with assisting the Historian in her/his duties. This shall include, but is not limited to, updating the display case(s), photography at Chapter events, updating the Chapter written and pictorial history, scrapbook, chapter display board, and other chapter displays.

5.01.09 The Alumni Relations Committee shall be charged with assisting the Alumni Relations in maintaining good contact with chapter Alumni however they best see fit while keeping the chapter informed of pertinent Alumni information.

5.02 Special Committees of the Chapter shall be determined as deemed necessary by the Chapter.

5.03 As prescribed in the National Constitution of Tau Beta Sigma, the Chapter President shall have the power to appoint committee membership, committee chairmen, and shall be an ex-officio member of all committees. Special committee membership shall be appointed as deemed necessary.

5.04 Special Committees shall serve until relieved of their appointment by the President.

5.05 Standing Committee Chairs shall submit a Committee report to the Secretary at the last meeting of every semester. Special Committee Chairs shall submit a committee report to the secretary within one (1) week of the termination of the Committee.

5.06 Attendance at committee meetings is mandatory. Committee chairs are responsible for notifying their committee members no less than five (5) days in advance in order for the meeting to count as mandatory.

Article VI: Finances

6.01 All monies of the Chapter shall be received and deposited by the Treasurer into a nonprofit account outside the University as set up by the Chapter. All expenditures made by check are to be signed by the Treasurer and the President under all circumstances.

6.01.01 The Director of Bands, Chapter President, and Treasurer shall all be listed as account holders for all Chapter banking accounts.

6.01.02 No more than one hundred and twenty five (125) dollars in bills and up to ten (10) dollars in small change shall be kept in the Treasurer's possession for more than two (2) weeks before being deposited in the chapter bank account or used for chapter expenditures.

6.02 A receipt must accompany all requests for reimbursements. In order to be reimbursed for chapter related expenses, a member must present a receipt to the Treasurer within thirty (30) days of said purchase. If a member fails to do so, the member shall not be reimbursed.

6.02.01 Purchases must be approved in advance by chapter or, in extenuating circumstances, the Executive Council to be reimbursed.

6.03 The Executive Council, in the case of extenuating circumstances may approve a maximum of either 10% of available chapter funds or two-hundred (200) dollars for use on chapter activities; in every case it is understood that the lesser amount will be used. This expenditure must be reported to the chapter immediately via the listserv as well as at the next chapter meeting. No more than one (1) allocation of this type may be made between each meeting. Extenuating circumstances will include time constraints and decisions that must be made between meetings.

6.04 The fiscal year of the Chapter shall be from January 1 to December 31.

6.05 The Chapter shall adopt a budget for the current fiscal year by the third business meeting of the current fiscal year.

6.06 The income of the Chapter shall be derived from annual dues as determined by the Chapter. Additional chapter income shall be derived from fundraising ventures established by the membership.

6.06.01 All Active, Conditional, and Associate members of the chapter are required to pay twenty five (25) dollars in annual Chapter dues: fifteen (15) dollars collected at the same time as National Dues, and ten (10) dollars collected at the beginning of the spring semester.

6.07 All Chapter and National dues must be paid to the Chapter Treasurer by at least two (2) business meetings prior to the due date set by National Headquarters.

6.07.01 Any member who is not able to pay the entire amount due by the deadline must form a precise payment plan which must be approved by the Executive Council by the deadline. This payment plan must be fulfilled during the semester in which it was approved.

6.08 If by making an invalid transaction with the Chapter (i.e. bouncing a check), a member and/or client causes a fine to be placed on the Chapter, that member and/or client shall be responsible for paying the fine at the discretion of the Chapter.

Article VII: Meetings

7.01 The time, date, and occurrence of regular meetings shall be decided at the first called meeting of the active membership at the discretion of the Chapter. The Executive Council shall call the first meeting of each semester.

7.01.01 All active members shall be notified of any required meetings at least seventy-two (72) hours in advance, except in the case of extenuating circumstances as determined by the Executive Council.

7.01.01.01 An event must be scheduled at least eight (8) days prior to the proposed date in order to be considered mandatory.

7.01.02 A minimum of one (1) Formal Meeting, as prescribed by Ritual, shall be held each semester the Chapter meets.

7.02 Special chapter meetings shall be called upon a favorable vote of three-fourths (3/4) of the Active members of the Chapter.

7.02.01 In extenuating circumstances a Special Meeting can be called in an emergency by approval of the Executive Council.

7.03 To maintain order and decorum the following parliamentary procedures shall be used in Chapter meetings:

7.03.01 The current issue of Robert's Rules of Order shall govern the parliamentary procedure of chapter meetings unless otherwise stated in the National Constitution or Alpha Chi's bylaws. When advisable, the order of business may be changed by the Chapter President.

7.03.01.01 In general, the order of business of all Chapter meetings shall be:

- a. Call to Order
- b. Approval of Minutes
- c. Officer Reports
- d. Committee Reports
- e. Special Report (if necessary)
- f. Open Forum
- g. Unfinished Business
- h. New Business
- i. Announcements
- j. Adjournment
- k. Closing Ceremonies: Singing of The National Hymn or Affirmation

7.03.02 Quorum for a required meeting or special meeting shall be two-thirds (2/3) of the eligible voting membership, not including written proxies, plus the presiding officer. No business shall be conducted without a quorum present.

7.03.03 Only votes cast by active members present at the time of vote, or submitted as a signed written proxy prior to the vote, shall be honored.

7.03.04 Every active member shall be eligible to vote and participate in discussion at Chapter meetings. The President may only vote to break a tie with the exception of officer elections, for which he/she may vote.

7.03.05 Votes that require secret ballot are suspension or expulsion of a member, officer elections, officer impeachment, or other circumstances as deemed necessary by the Chapter.

7.03.06 All cases of voting percentages in these bylaws shall be calculated based on the attendance of the Chapter meeting in which they are called for, unless otherwise stated in these bylaws.

Article VIII: Attendance

8.01 The Secretary is in charge of taking attendance at all official chapter functions and recording all absences.

8.02. The following requirements must be met each semester to be an active member:

8.02.01. Participation in Chapter Meetings

8.02.01.01. A member can miss no more than two (2) Chapter Meetings.

8.02.01.02. A member can miss no joint meetings with Gamma Kappa.

8.02.01.03. A member is counted as tardy if she/he arrives ten (10) or more minutes after the start of the meeting. Three (3) tardies will count as an absence from a meeting.

8.02.02 Participation in all membership events, unless deemed otherwise by Vice President of Membership.

8.02.03. Participation in all Rituals. Rituals will be determined by the Sergeant at Arms and Vice President of Membership

8.02.03.01 If a member must miss a ritual, they will submit an absence letter at least three (3) hours in advance to the active membership listserv. This letter will be read at the following chapter meeting and can be passed by a simple majority of the active membership.

8.02.04. Participation in three (3) fundraisers. Fundraisers will be determined by the Treasurer.

8.02.05. Participation in three (3) socials. Socials will be determined by the Guardian of Sisterhood.

8.02.06. Participation in two (2) joint socials. Joint Socials will be determined by the Guardian of Sisterhood and Guardian of Brotherhood.

8.02.07. Participation at four (4) service projects. Service Projects will be determined by the Director of Service Activities.

08.02.07.01. Participation in all NAU Marching Band uniform service projects, including two (2) fittings, all hemmings, and all collections, are mandatory unless specified otherwise by the Director of Service Activities.

8.02.08. Participation in all Special Events

8.02.08.01. Special Events are events that require full chapter participation. An event can become a Special Event by a simple majority vote by the active membership.

8.02.08.02 If a member must miss a Special Event, they will submit an absence letter at least three (3) hours in advance to the active membership listserve. This letter will be read at the following chapter meeting and can be passed by a simple majority of the active membership.

8.02.09 Attendance at any NAU band performance will be determined at the beginning of the semester by the Chapter.

8.03. The notification process regarding attendance will be as follows:

8.03.01. The secretary will be responsible for notifying each active member of their attendance record on the first (1st) of each month.

8.03.02. The secretary will inform the Executive Council in the eighth (8th) week of the semester of anyone who has not met half (1/2) of the requirements.

8.03.02.01 The Secretary and President will send an email to all those who have not met these requirements. This email will require a response indicating the member's acknowledgement and ability to resolve the issue.

8.03.02.02 If an email response is not received, the President and Secretary will meet with the member and further discuss what should be done.

8.03.03. The Secretary will inform the Executive Council in the twelfth (12th) week of

school of anyone who has not met three-fourths ($\frac{3}{4}$) of the requirements.

8.03.03.01. The Executive Council will set up a meeting with all members who have not met these requirements and discuss disciplinary actions that would be taken if they do not meet all of the requirements by the end of the semester.

8.03.04. The secretary will inform the Executive Council in the last week of school of anyone who has not met all of the requirements.

8.03.04.01. These members shall be placed on probation.

8.03.04.02. The disciplinary proceedings of probationary status is determined by the Executive Council and Chapter Sponsor as prescribed by the National Constitution and Article 2.07.

8.04. Absence letters will only be required when a member is absent from a Special Event, more than two (2) Chapter meetings, and any Joint Meetings, Rituals, or Membership events.

8.04.01. If a member must miss any of the specified events, they will submit an absence letter at least three (3) hours in advance to the active membership listserv. This letter will be read at the following chapter meeting and can be passed by a simple majority of the active membership.

8.04.02 Absence letters are not required to be submitted to the chapter listserv for school-related absences. If such an absence occurs, the member will only submit a letter at least three (3) hours in advance to the President and Secretary. In this case, the letter will not be read or voted on at the following chapter meeting.

Article IX: Conduct and Dress

9.01 All Active and Conditional members of the chapter representing the Sorority by wearing the Sorority letters or paraphernalia shall conduct themselves according to the standards set by the Ritual.

9.02 The use of profanity or other inappropriate language or gestures during the meeting is strongly discouraged. The Sergeant at Arms shall decide upon any conduct that comes into question by any individual in the Chapter.

9.03 At meetings Actives are strongly encouraged to wear the letters and jewelry of the sorority.

9.04 The Active Membership of the sorority shall be highly encouraged to wear formal dress to all degrees: black for the Ritual of the First Degree, blue for the Ritual of the Second Degree, and white for the Ritual of the Third Degree, with the exception of an outdoor Ritual.

9.05 All Membership Candidates shall be highly encouraged to wear semi-formal attire to all Rituals with the exception of an outdoor Ritual.

9.06 Tau Beta Sigma Dress-Up Days should be held at least once per month. Actives are strongly encouraged to dress formally and wear jewelry of the sorority.

Article X: Chants and Songs

10.01 The eldest active member present of the chapter shall commence the DOSA Chant. If she/he desires not to do so, they may choose to elect another member to do so.

10.01.01 The eldest member of the chapter shall be determined by the date of the earliest initiation, then age.

10.02 The official songs of the Sorority are The National Hymn, The Loyalty Song, The Affirmation, and the Gamma Kappa (Kappa Kappa Psi) and Alpha Chi (Tau Beta Sigma) Joint Hymn.

Article XI: Bylaw Revision

11.01 There shall be two (2) methods of modifying these bylaws.

11.01.01 The first method of amendment shall be as follows:

11.01.01.01 Any desired amendment to these bylaws must be proposed at a regularly scheduled chapter meeting.

11.01.01.02 The amendment shall be voted upon during a chapter meeting within two (2) weeks after the proposal of an amendment.

11.01.01.03 An amendment shall become effective upon a two-thirds (2/3) favorable vote by the active members of the Chapter.

11.01.01.04 Once in effect, any amendments to these bylaws carry the same weight as the rest of this document.

11.01.02 The second method of modifying these bylaws, by redraft, shall be as follows:

11.01.02.01 When it is deemed necessary that substantial changes be made to this document, or that these bylaws rewritten entirely, a member may move to call for a bylaw redraft. A favorable vote of two thirds (2/3) of the active membership shall be required to pass this motion.

11.01.02.02 If a bylaw redraft motion is passed by the Chapter the Jurisdiction

Committee shall administer the redraft.

11.01.02.03 After the changes are made, a two-thirds (2/3) favorable vote shall be required to remove these bylaws and replace it with the new edition.

Article XII: Bylaw Ratification

12.01 These bylaws shall be ratified with a favorable vote of two thirds (2/3) of the official roll of active members of the Chapter.

12.02 Prior to its enactment, this document must be reviewed and approved by the Chapter Sponsor.

12.03 Upon ratification of this document any and all previous bylaws of the Alpha Chi Chapter shall be null and void.

Article XIII: Elections

13.01 The officers of the sorority, excluding Webmaster, shall be elected by the active membership at a meeting of the chapter prior to the conclusion of the fall semester. A quorum shall be necessary for elections.

13.02 Each chapter officer shall serve for a period of one (1) year (spring semester to fall semester term). Chapter officers shall serve without compensation. Members must have completed one (1) full semester of tenure in order to be eligible to run for an office that serves on Executive Council.

13.02.01 To be eligible to run for the offices of President or Vice President of Membership, a member must have served in an office or as a committee head prior to the date of election.

13.03 A member of Conditional status may run for an office for the following term provided that they are enrolled in a music ensemble for the next semester and will meet all other requirements for active status upon the start of the following term.

13.03.01 A member of Conditional status may also submit a letter of intent to run for an office they are eligible for.

13.03 The order of election of officers shall proceed as follows: President, Vice President of Membership, Secretary, Treasurer, Sergeant at Arms, Guardian of Sisterhood, Director of Service Activities, Historian, Alumni Relations Officer. The office of Webmaster shall be appointed by the current President and the retiring Webmaster.

13.04 Members intending to run for office shall submit a letter of intent via listserv at least three

(3) days prior to the election.

13.05 Nominations shall be taken from the floor at elections with only the consideration of those who have submitted letters of intent on time.

13.05.01 In the event no letter of intent is submitted for a given office, nominations may be taken from the floor.

13.05.02 In the event that a member who has submitted a letter of intent does not receive a nomination from the floor, the floor will at that time be open to further nominations.

13.05.03 In the event that a member submits a letter of intent, has been nominated for said office, but is not voted into said office, the floor will re-open to further nominations of members who did not submit a letter of intent for that office.

13.05.04 In the event that no member meeting tenure is elected all active membership becomes eligible for election.

13.05.05 In the event that an office is not filled in elections, it is the duty of the President to appoint a member to that office.

13.06 The procedure for the election of each office shall be as follows:

13.06.01 Each candidate shall have three (3) minutes to speak to the chapter while remaining candidates for the office wait outside the meeting room. The Chapter shall subsequently have three (3) minutes to ask questions to the candidate. This sequence shall be followed for each candidate for the office being considered.

13.06.04 After all candidates have been presented the Chapter shall hold discussion without the candidates present for ten (10) minutes. If additional time be requested for questions, speeches, or discussion by the Chapter a maximum amount of three (3) minutes may be allowed for questions, three (3) minutes for speeches and five (5) minutes for chapter discussion.

13.06.05 Following the final discussion the candidates will be allowed to join the rest of the Chapter to vote.

13.07 All officers shall be elected with a majority vote by secret ballot or acclamation if applicable.

13.07.01 The offices of President and Vice President must be elected with a two-thirds (2/3) favorable vote.

