

# Kappa Kappa Psi/Tau Beta Sigma Joint Constitution

(Revised Spring 2006)

## **PART I**

### Name

- 1.1 The name of this organization shall be the Joint Assembly of the Epsilon Nu Chapter of Kappa Kappa Psi and the Delta Delta Chapter of Tau Beta Sigma (hereafter referred to as “the Assembly.”)
- 1.2 The Assembly should be Registered Student Organization (**RSO**) at the University of Massachusetts Amherst.

## **PART II**

### Purpose

- 1.1 To foster a closer relationship between **u**niversity bands and to promote a high average of attainment through the performance of good music and the selection of worthwhile projects.
- 1.2 To provide a pleasant and helpful social experience for all those interested in assisting with service to the university bands.

## **PART III**

### Participation

- 1.1 Active participation in all social, service, and fundraising activities shall be open to any university student in good academic and financial standing with the university.
- 1.2 There shall be two categories under which a participant shall obtain voting status:
  - a. Active members of Kappa Kappa Psi
  - b. Active members of Tau Beta Sigma
- 1.3 No participant shall be denied acceptance according to race, creed, religious beliefs, gender, age, political affiliation, or sexual orientation.

## **PART IV**

### Officers

- 1.1.1 There shall be eight officers of the Assembly: the Presidents (acting currently), a Secretary, a Treasurer, the Parliamentarians, and the Service Chairs. Each officer must be an undergraduate student. Each officer to the President will file a written officer report at the end of each semester.

### PRESIDENT

- 1.1 The Presidents shall be the respective Presidents of each chapter and shall be charged with:
  - a. Presiding over all meetings of the Assembly

- b. Serving as an ex-officio, non-voting member of all standing and ad-hoc committees, unless otherwise noted.
- c. Acting as the direct supervisor of all assembly officers and chairpersons of the various committees.
- d. Acting as the official representative of the assembly where required.

### TREASURER

- 1.1 The Joint Treasurer shall be an officer elected from the Assembly. He or She cannot be the **Kappa Kappa Psi** or **Tau Beta Sigma** Treasurer. He **or She** shall be charged with:
- a. Controlling all receipts and disbursements and submitting recommendations regarding financial policies of the Assembly.
  - b. Signing all contracts and other instruments of financial business incurred by the Assembly as well as all checks for monies disbursed to be cosigned by the Joint Presidents.
  - c. Keeping a record of all Assembly files.
  - d. Holding all permits and licenses for Assembly operations.
  - e. Submitting a detailed financial report to the Assembly once per semester.
  - f. To work with the **Student Government Association (SGA)** for the creation of an RSO budget beginning in December.

### PARLIAMENTARIANS

- 1.1 The respective parliamentarians of each Chapter will be charged with:
- a. Serving as co-chairpersons of the Joint committee on Constitution.
  - b. Assisting the Presidents in the smooth conduct of all Assembly meetings.
  - c. Providing the membership of the Assembly with a workshop on Parliamentary Procedure.

### SERVICE CHAIRS

- 1.1 The respective Service Chairs of each Chapter shall be charged with:
- a. Serving as Co-Chairpersons of the Joint Committee on Constitution
  - b. The service chair from the opposite organization of the Treasurer shall be authorized to obtain Signature Responsibility.

### Elections of Officers

- 2.1 The Treasurer and Secretary shall be elected by the membership of the Assembly at the second to last meeting of the spring semester. In the event of a permanent vacancy of any office, a new election will be held within one meeting after the vacancy of the office.
- 2.2 Prior to the election of an officer there shall be at least **two** sets of nominations.
- 2.3 The Election Process:

- a. Each candidate shall have the opportunity to speak to the Assembly for no more than **three** minutes. The order in which the candidates speak will be the reverse order in which they were nominated.
- b. Each candidate will then field no more than **five** questions from the floor.
- c. The vote shall be taken through a secret ballot wherein a majority vote will determine the winner.

2.4 President, Parliamentarians, and Service Chairs should be elected according to their separate organizations.

### Removal of Officers

3.1 An officer may be removed in the following manner:

- a. A motion to remove may be offered under new business at a regular meeting of the Assembly. Said motion shall be laid on the table for one week and referred to an Ad-Hoc committee on Removal.
- b. Said committee shall be composed of three members from each Chapter, appointed by the Presidents and confirmed by the Assembly.
- c. No officer may serve on this committee
- d. From the appointments, one person from each chapter shall be designated Co-Chair person.
- e. In the event one or both of the Presidents are being removed, the Treasurer shall make the appointments subject to the same approval as outlined in 3.1b.
- f. The committee shall hold hearings where the officer in question shall have the opportunity to make a defense in accordance with due process.
- g. The Joint Assembly cannot remove officers not elected by the Joint Committees.

3.2 At the next regular meeting the Assembly shall take up the report. In the event one or both Presidents are being removed, the Treasurer shall preside over all business concerning the committee.

- a. **two-thirds** vote by secret ballot shall be the means necessary for removal.
- b. If the officer is removed, a new election will be held in accordance with the rules outlined in this document.
- c. An officer who has been removed shall be able to seek that same office again at this time.
- d. If a president is removed, the new president shall be the next officer in line in accordance with each **Chapter's** policy.

3.3 For the purposes of this section, stated cause shall be defined as

violation of the Oath of Office, Assembly Constitution, or other actions deemed unbecoming of an officer.

## **PART V**

### Joint Committee on Executive Matters

- 1.1 There shall be a Joint Committee on Executive Matters comprised of the **eight** offices of the Assembly. Said committee shall be charged with:
  - a. Securing the Implementation of this Constitution.
  - b. Setting the agenda for all Assembly meetings.
  - c. Assisting in the coordination of the activities of the Assembly.
- 1.2 The Committee shall meet at least once in-between Assembly meetings.
- 1.3 The Presidents shall act as Co-Chairpersons
- 1.4 Executive Decisions shall be passed by a **two-thirds** roll call vote of the executive board, and phone trees shall be activated within 24 hours.

## **PART VI**

### Committees

- 1.1 There shall be three standing committees, which are charged with reporting on business of the Assembly, related to their charge: a Joint Committee on Service, a Joint committee on Fundraising, and a Joint Committee on Constitution.

### SERVICE

- 1.2 The Joint Committee on Service shall be charged with:
  - a. Selection of service projects for the benefit of the University **Band Program** with the approval of the Assembly and, where applicable, the director of the office or ensemble involved.
  - b. Informing members as to the time and place of said service projects.
  - c. Selection and supervision of a minimum of one service project per month during the academic year.

### FUNDRAISING

- 1.3 The Joint Committee on Fundraising shall be charged with:
  - a. Coordinating the fundraising activities of **Kappa Kappa Psi, Tau Beta Sigma**, and the **Assembly**.
  - b. Selection of fundraising projects for the financial well being of the Assembly.
  - c. Informing the members as to the time and place of said fundraising projects.
  - d. Working with the Joint Committee on Service in such cases where fundraising projects involve service **to the** band program.

### CONSTITUTION

- 1.4 The Joint Committee on Constitution shall be charged with:
- a. Reporting amendments to the Assembly Constitution.
  - b. Keeping a file of all amendments to the Constitution duly adopted by the Assembly and publishing a revised Constitution at the beginning of the fall semester.
  - c. Reviewing the Constitution in its entirety so it is in accordance with the University Regulations, separate constitutions of **Kappa Kappa Psi** and **Tau Beta Sigma**.

#### Membership of Committees

- 1.5 The Presidents shall appoint all membership of standing committees. All persons are required to sit on one standing committee and each committee will meet at least once every semester, and at the discretion of the chairs.

#### Appointment of Co-Chairs

- 1.51 These committees shall be chaired by the respective officers with the exception of the Fundraising Committee, which shall be chairperson of **Kappa Kappa Psi, Tau Beta Sigma**, and Joint. Said officers shall be charged with:
- a. Presiding over all meetings of the Committee
  - b. Setting the agenda for all committee meetings.
  - c. Acting as the official representative of the committee where required.  
Maintaining the official Committee files.
  - d. Posting times, dates, and places of committee meetings on the **Kappa Kappa Psi and Tau Beta Sigma** bulletin board.
  - e. The Chairs shall be responsible for notifying the Joint Assembly of meetings. If two weeks notice is not given, attendance is not mandatory.

#### Removal of Co-Chair

- 1.52 A co-chairperson may be removed by a **two-thirds** vote of the committee.
- a. In the event a co-chairperson is removed the Presidents will make a new appointment.

#### Ad-Hoc

- 1.6 The Assembly may, as a majority vote, create Ad-Hoc committees for the purpose of dealing with matters not covered by the standing committees. The length of life shall be fixed at the time of its inception.
- 1.61 Ad-Hoc committees may be created and dissolved as often as the Assembly desires.
- 1.62 Ad-Hoc committees shall not be dissolved until a final report is submitted to the Joint Assembly or the end of the academic year.

## **PART VII**

### Meetings

- 1.1 The Assembly shall meet regularly during the academic year, but at least once every two weeks that time.
  - a. Meetings may be held more frequently at the discretion of the Presidents or the Joint Committee on Executive Matters
  - b. Emergency meetings may be held with a 24-hour notice by order of the Presidents
  - c. Emergency meetings and changes to scheduled meetings may be held and announced with a 48-hour notice by order of the Joint Committee of Executive Matters.

### Decorum

- 1.1 Unless otherwise specified in this constitution, all rules of procedure shall be in accordance with the most recent edition of Robert's Rules of Order.
- 1.2 No participant shall be persecuted as a result of expressed or implied beliefs.

## **PART VIII**

### Adoption

- 1.1 This constitution shall be ratified after with a majority vote of the Assembly and after being approved the Secretary of the Registry.
- 1.2 This constitution was adopted on April 9, 2006.

## **PART IX**

### Amendments

- 1.1 The Joint Committee on Constitution shall first approve amendments. The amendments will then be presented in writing to the Joint Assembly and be tabled until the next Assembly meeting. A vote will be taken at this meeting where a **two-thirds** favorable vote will be necessary to accept the proposed amendments.
- 1.2 This act shall take effect upon its passage.