

Gamma Pi Chapter
of
Kappa Kappa Psi

Bylaws

Revised Spring 2006

1. General

- 1.01** This document establishes and prescribes the authorized regulations pertaining to the functions and the operation of the chapter for which it is written and of which it is a part.
- 1.02** These bylaws shall in no way conflict with or receive priority over the rules and regulations of Purdue University, and shall in no way conflict with or receive priority over the National Constitution of Kappa Kappa Psi, except by the approval of the National Executive Director and the National Council.
- 1.03** The name of this chapter shall be Gamma Pi, according to the charter granted by the national Chapter on March 18, 1956.
- 1.04** The purposes of Gamma Pi shall be consistent with those set forth in the Preamble to the National Constitution of the Kappa Kappa Psi Fraternity.
- 1.05** Quorum shall be defined as at least 50% of all active members in the chapter, not including written proxies, and must include at least two officers.
- 1.06** Only votes cast by active members present at the time of vote, or submitted as a signed proxy prior to the vote, shall be honored.
- 1.07** Majority shall be defined as more than 50% of active members present, including written proxies.
- 1.07.01** A vote is counted out of the number of ballots cast including written proxies, and excluding abstentions. Thus a "majority vote" where 20 votes are cast (either by members present or by written proxy) out of 25 total active members, and 5 of those votes are abstentions, requires 8 affirmative votes to pass.
- 1.07.02** A vote of the members present is counted out of the number of total ballots cast including proxies, and including abstentions as negative votes. Thus a "majority vote of the members present" where 20 votes are cast (either by members present or by written proxy) out of 25 total active members, requires 11 affirmative votes to pass.
- 1.07.03** A vote of the membership is counted out of the total Chapter active membership. Thus a "majority vote of the membership" where 20 votes are cast (either by members present or by written proxy) out of 25 total active members, would require 13 affirmative votes to pass.
- 1.08** Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or current or former military association.
- 1.09** A semester shall be defined as the spring or fall semester, excluding summer sessions.
- 1.10** A motion that is made "by acclamation" shall require a unanimous vote of the members present.

2. Membership

2.01 General

- 2.01.01** Membership of the chapter shall consist of the following types of members:
- 1) Active
 - 2) Alumni
 - 3) Honorary
 - 4) Life
 - 5) Conditional
 - 6) Inactive
- 2.01.02** Individuals in the membership education program of the Fraternity are considered to be on probationary status, working towards earning active membership. Prospective members will only be granted speaking rights at meetings and will not be granted full privileges of membership.

2.02 Active Members

- 2.02.01** An active member shall meet the following requirements:
- 1) Formal initiation after the completion of the membership education program.
 - 2) Current enrollment as a Purdue University student with a minimum of 2.0 GPA semester and graduation indices.
 - 3) Current participation in the Purdue University Band program.
 - 4) Payment of all dues and fulfillment of any other financial obligations to the fraternity.
 - 5) Regular attendance at business and committee meetings.
 - 6) Attendance at all required functions as outlined in 4.02.
- 2.02.02** An active member shall have full privileges of membership, including speaking and voting rights at all business meetings.
- 2.02.03** Any member of Kappa Kappa Psi transferring to Purdue University may be granted active membership, according to the provisions of the National Constitution, and shall be provided with the necessary materials to become acquainted with the history, tradition, and operation of the chapter.
- 2.02.04** Individuals whom do not meet the requirements for active status under 2.02.01 are immediately considered inactive upon the first day of the semester as outlined by the university calendar. Those person(s) are considered inactive until a written petition has been received by the executive committee, and the proper procedure requesting conditional status as outlined in 2.06.01 has been completed.

2.03 Alumni

- 2.03.01** An alumni member of the chapter shall be one who is in good standing with the Fraternity, whose education has been completed and/or whose affiliation with Purdue University has been terminated.
- 2.03.02** Any alumni member shall be welcome at all chapter functions and shall be granted speaking rights at any business meeting.
- 2.03.03** In the event an alumni member wishes to reactivate with the chapter, said alumni must meet all requirements to fulfill active membership. Said alumni shall write to the Executive Committee a letter of intent to rejoin the Chapter as an active member.

2.04 Honorary Members

- 2.04.01** Honorary membership may be granted to any individual whom the Chapter deems to be outstanding in his or her field of endeavor and who has contributed in some way to the University Bands or the Fraternity. Honorary membership shall be recognized as the highest honor that the Fraternity can give.
- 2.04.02** Prospective honorary members may be nominated by an active member at any time. The nomination must then be tabled until the next business meeting, when the nominating active must provide supporting information, in addition to the required National Chapter paperwork. A minimum of 75% vote of the membership shall be required for approval.
- 2.04.03** Honorary members shall be welcome at all chapter functions and shall be granted speaking rights at any business meeting.

2.05 Life Members

- 2.05.01** Any member of the Chapter meeting the requirements for life membership as set forth by the National Constitution, upon payment of life membership fees, shall be entitled to life membership status.
- 2.05.02** Any life member meeting active membership requirements and desiring active status, shall, after writing a letter of intent to the Executive Committee and payment of local dues, be entitled to active membership status.
- 2.05.03** Life membership, in itself, does not imply voting privileges of active status.

2.06 Conditional Members

- 2.06.01** A Conditional Member is any member who is in good standing with the Fraternity, but is unable to meet all other Active membership requirements. Conditional status shall be requested in writing and shall state specific reasons for requesting conditional status. To become effective, the member shall have paid all dues for the current semester. The request shall be approved by a majority vote of the membership. Conditional status shall be granted for one semester.
- 2.06.02** Omitted.
- 2.06.03** A conditional member may attend chapter meetings, observe and participate in Rituals, participate in Chapter fundraisers and service projects, and attend any Chapter social events. A conditional member shall not hold office, propose new candidates for membership, vote on any matters, participate as a committee head, act in the capacity of a big brother, or serve as a delegate to our national or district conventions.
- 2.06.04** A conditional member shall have speaking rights at any business meeting.

2.07 Prospective Members

- 2.07.01** The following requirements shall be met in the selection of prospective members:
- 1) Classification of freshman 2 or higher.
 - 2) Current participation in at least their second semester of a college band.
 - 3) Minimum grade requirements:
 - F2: 2.5 GPA semester 2.5 GPA graduation index
 - S3: 2.3 GPA semester 2.0 GPA graduation index
 - 4+: 2.0 GPA semester 2.0 GPA graduation index
 - 4) Omitted.
 - 5) Grade requirements may not be suspended under any circumstances.
- 2.07.02** The name of a prospective member may be brought up by any active member at the time of selection. A negative vote of 5 members or 25% of the current active eligible membership whichever is greater, shall be required to reject the proposed candidate.
- 2.07.03** A vote of confidence shall be taken on each individual prospective member. If a simple majority vote is not received for a prospective member, he/she shall be placed on a probationary period of length recommended by the membership committee and approved by the Chapter. At the end of this period a two thirds vote of the membership shall be required to terminate that individual's education. Upon termination, the prospective member shall be removed from the education program and asked to return all property and regalia of the Fraternity.
- 2.07.04** A 75% vote of the membership shall be required to approve each individual prospective member's activation. This vote is taken prior to initiation.
- 2.07.05** The membership education program will follow the guidelines set forth by the National Constitution.
- 2.07.06** If a prospective member or membership class commits any action which potentially damages the wellbeing of the chapter or Fraternity, the prospective member or membership class may be suspended from the education process, by a two thirds vote of the membership until such time as the situation can be resolved. The prospective member or membership class may be reinstated by a two thirds vote of the membership.

2.08 Inactive Members

- 2.08.01** An Inactive Member is any member who is not in good standing with the Fraternity or has failed to meet the active, conditional, or alumni membership requirements.
- 2.08.02** An Inactive member is unable to attend or participate in any official function of Kappa Kappa Psi while remaining on inactive status.

3. Expulsion of Members

- 3.01** The violation by any member of a civil or University regulation which brings disgrace upon the Fraternity, Chapter, or the department of bands shall be sufficient grounds for expulsion of said person from the chapter.

- 3.02** Expulsion of members shall be in accordance with the provisions of the National Constitution.

- 3.03** Upon due cause, a member of the Chapter may be suspended indefinitely by a 75% vote of the membership.

4. Meetings

4.01 Business Meetings

4.01.01 The regularly stated meetings of the Gamma Pi chapter shall be held weekly during the fall and spring semesters while the University is in session, at a time designated by the president.

4.01.02 The order of business for chapter meetings shall be determined by the presence of any prospective members at the meeting.

a) If no prospective members will be present at any time during the meeting, the order of business will be:

- 1) Call to order
- 2) Officer reports
- 3) Sponsor report
- 4) Advisor(s) report(s)
- 5) Standing committee reports
- 6) Special committee reports
- 7) Old business
 - a) Approval of minutes
 - 8) New business
 - 9) Announcements
 - 10) Closing ceremonies

b) If any prospective members will be present at any time in the business meeting, the order of business will be:

- 1) Call to order
- 2) Officer report 2nd Vice President
- 3) Standing Committee Report: Membership committee
- 4) Officer reports
- 5) Sponsor report
- 6) Advisor(s) report(s)
- 7) Standing committee reports
- 8) Special committee report(s)
- 9) Old business
 - a) Approval of minutes
 - 10) New business
 - 11) Announcements
 - 12) Closing ceremonies

c) Prospective members may not be present for the 2nd Vice President's Report, the Membership Committee Report, and any other sensitive report as deemed by the President under the second order of business (4.01.02 b).

4.01.03 The order of business may be suspended for one meeting by a majority vote.

4.01.04

The gag rule is a rule of silence. Any topic on which a gag rule is placed is not to be discussed with anyone who was not in the room at the time. The gag rule will be placed in effect for the following situations:

- a) Officer elections.
- b) Membership interviews and selection.
- c) Any situation deemed necessary by a simple majority.
- d) District and National delegate elections.

If the gag rule is broken, the following steps will be taken to resolve the issue:

- a) The infraction is written down with the following information and placed in the president's box:
 - 1) Name of member who broke the rule
 - 2) How the rule was broken
 - 3) Name of person reporting the infraction
- b) The president is responsible for contacting the offender prior to the next Executive Committee meeting informing him/her that he/she must attend the next Executive Committee meeting.
- c) At the next Executive Committee meeting, the officers will discuss the infraction(s) and talk to the offender. After talking to the offender, the Executive Committee will decide on an appropriate punishment according to the severity of the infraction and the number of infractions.
- d) The infraction will be reported to chapter at the next chapter meeting without mention of the identities of either the offender or the person who reported the infraction.

4.02 Required Functions

4.02.01

Attendance at the following functions is required of all active members:

- 1) Rush functions
- 2) Selection of prospective members
- 3) Rituals
- 4) Election of officers
- 5) Other events designated by the Executive Committee

4.02.02

Written excuses for absences are to be turned in to a member of the Executive Committee at least 24 hours prior to a required chapter function. Excuses can be reviewed by the Executive Committee to determine validity. Written excuses turned in after the deadline are subject to approval of Chapter by a majority vote. Absences not approved before or after the fact will be subject to a fine in accordance with section 4.02.03.

4.02.03

A fine structure shall be established by the Executive Committee for unexcused absences from required chapter functions. The fine structure shall be presented to the Chapter by the Executive Committee by the second normal business meeting of the semester. A fine structure is considered to be continuously in force until a revised fine structure has been voted upon. A majority vote will be needed to approve said fine structure.

4.02.04

Any active member who misses 2 required functions in one semester and does not get approval for such absences may be removed from active status subject to a 75% vote of the membership, with approval of the sponsor.

5. Officers and Advisors

5.01 Officers

5.01.01 The officers of Gamma Pi shall be president, vice president, second vice president for membership education, treasurer, secretary, historian, and alumni secretary.

5.01.02 No office shall be occupied by more than one individual at any given time.

5.02 Officer Duties

5.02.01 The duties of the president shall be those outlined in the National Constitution of Kappa Kappa Psi. The president shall not be required to sign checks for moneys disbursed in accordance with University policy. The president shall prepare all reports of the Chapter activities to the National Executive Director and shall also serve as the chairman of the Executive Committee.

5.02.02 The duties of the vice president shall be those outlined in the National Constitution except those dealing with the membership education process. The vice president shall further the efforts of the committee system, as well as aid internal communication within the chapter and to its advisors. The vice president shall aid the president as so directed and shall preside at meetings in his absence. The vice president shall also serve in the capacity of parliamentarian of the meetings, making sure that the meeting follows the bylaws and the order of business. The vice president shall maintain copies of the current bylaws for distribution. In the event of a vacancy in the office of president, the vice president shall assume the office of president, and a new vice president shall be elected.

5.02.03 The duties of the second vice president for membership education shall be those pertaining to the membership education program and initiating of new members into the Chapter. The second vice president shall work with the Membership Committee in his efforts, and shall report the progress of such to the chapter when so appropriate.

5.02.04 The treasurer shall keep accounts, deposit the organization's funds, and make expenditures in a manner approved by the Business Office of Student Organizations and in a manner consistent with the National Constitution. The treasurer shall prepare a budget subject to a majority vote for each fiscal year. The treasurer shall be responsible for reconciling debts with the Beta Sigma chapter of Tau Beta Sigma at least once during term of office. The treasurer shall also keep the Chapter up to date with a list of outstanding financial obligations and shall serve as a member of the Finances Committee. The treasurer shall see that the Office of the Dean of Students' Event Planning Forms and Travel Forms shall be filled out whenever one is required. Information for these forms must be supplied to the treasurer one week prior to the Office of the Dean of Students' deadline.

5.02.05 The secretary shall distribute minutes of all meetings of the Chapter, maintain and accurate attendance role for all chapter meetings, and inform the Chapter of all changes in membership status. The secretary shall also be responsible for the written correspondence of the Chapter not handled by other officers or committees. The secretary is responsible for obtaining a copy of all official correspondence sent outside the Chapter by any member of the Chapter, and shall keep an accurate file of all such correspondence. The secretary shall maintain an address list of all Chapter Honoraries. The secretary shall be responsible for written correspondence of all upcoming Chapter activities.

5.02.06 Omitted.

- 5.02.07 The duties of the historian shall be in accordance with the National Constitution. The historian shall also be responsible for maintaining the files of history of the Chapter.
- 5.02.08 The duties of the alumni secretary shall be those outlined in the National Constitution. In addition the alumni secretary will be responsible for correspondence with alumni including periodic publications. The alumni secretary shall also maintain accurate records of alumni members.

5.03 Officer Qualifications

- 5.03.01** Each officer shall be a qualified active member of the Fraternity during the entire term of office. Each officer shall possess more than ordinary business ability and shall be capable of representing the Chapter under all ordinary conditions. Each officer shall have the best interest of the Fraternity at heart and shall be willing and able to devote the necessary time to the execution of the office.
- 5.03.02** Each officer shall fulfill the minimum scholastic requirements for holding office as established by Purdue University.
- 5.03.03** An officer shall remain in office only as long as requirements for active membership are fulfilled as defined in these bylaws.

5.04 Advisor and Sponsor

- 5.04.01** The Chapter sponsor is selected to provide guidance and input to the Chapter. The sponsor shall be employed by the department of bands. The Chapter shall nominate a sponsor at appropriate times and upon a majority vote, with approval of the director of bands, and acceptance of the nomination, shall become the Chapter sponsor. The sponsor should be available for consultation in matters which involve the department or the University. The sponsor will be welcome at any Chapter function and will have speaking privileges.
- 5.04.02** Chapter advisors are selected to provide input to the Chapter and its committee system. They should be available for consultation when so needed, and should be so consulted on matters when their insight might be beneficial to the operation of the Chapter. Advisors shall be welcome at all Chapter functions and should be encouraged to attend any function for which their presence might be beneficial.

5.05 Election of Officers, Advisors, and Delegates

- 5.05.01** Nominations and elections of officers and advisors, except delegates to conventions, shall be prior to the last business meeting on campus each semester.
- 5.05.02** Delegates to a national convention shall be elected prior to the district convention immediately preceding said national convention. Delegates to a district convention shall be elected prior to the submission date of delegate fees and registration. Both elections shall be held in accordance with the provisions of the National Constitution.
- 5.05.03** The order of business for the election meeting shall be the nomination and subsequent election by simple majority of the president, vice president, second vice president for membership education, treasurer, secretary, historian, alumni secretary, sponsor, advisor(s), and Gamma Pi Sweetheart, in that order. Installation shall be at the beginning of the last regularly scheduled business meeting of the semester.
- 5.05.04** All officers and advisors shall be elected for a term of one semester, except for treasurer, who shall be elected for a term of two semesters, and whose term will begin with the spring semester and run through the following fall semester.

5.05.05 Election of officers requires a majority vote of the members present as outlined in 1.07.02. Abstentions will not be permitted in election of officers.

5.06 Removal From Office

5.06.01 Upon due cause, an officer of the chapter may be removed from office in the following manner. A motion to remove from office will be submitted and tabled until the next regular business meeting, not less than one week from the original motion. The officer may then be removed by a two thirds vote of the membership.

5.07 Vacancy in Office

5.07.01 If an office, other than the president, is vacated, an election will be held at the next regularly scheduled meeting to fill the vacancy.

5.07.02 If the office of the president is vacated, the vice president shall immediately assume the duties and responsibilities of the president.

6. Committees

6.01 Structure

- 6.01.01** The standing committees of the Chapter shall be the Executive, Membership, Services, Finances and Activities.
- 6.01.02** Other committees may be appointed and dissolved by the president, as needed.
- 6.01.03** After each election of chapter officers, the newly elected executive committee shall determine the membership of the committees.
- 6.01.04** The heads of all committees shall be active members of the chapter and shall be appointed by the president, with recommendation from the executive committee, every semester. They shall fulfill the minimum scholastic requirements for office holding as set forth by Purdue University.
- 6.01.05** Each committee shall have regular meetings at a time and place to be specified by the committee head.

6.02 Duties

- 6.02.01** The Executive Committee shall consist of the seven elected officers. It shall interpret the Constitution and the bylaws, consider the imposition and reduction of fines, aid the organization of weekly meetings, and act as the administrative body of the chapter between regular Chapter meetings. Every semester the Executive Committee will review the Policy Guide and revise it if necessary.
- 6.02.02** The Membership Committee shall research and initiate all policy and activity concerning the membership education program and initiation of new members.
- 6.02.03** The Services Committee shall research and initiate worthwhile projects for the Chapter.
- 6.02.04** The Finances Committee shall research and initiate worthwhile financial endeavors for the Chapter.
- 6.02.05** The Activities Committee shall research and initiate worthwhile social endeavors for the Chapter and department.

7. Finances

- 7.01 Each prospective member shall be required to pay an initiation fee, as determined by the treasurer, before activation. This fee shall include expenses pertaining to the membership education program.
- 7.02 Each active member of the Chapter shall pay National dues as specified by the National Constitution, and local dues as specified by the Executive Committee, as recommended by the Treasurer.
- 7.03 The treasurer shall establish due dates for any financial obligations. Members failing to meet such obligations by the specified due date shall be deemed inactive and shall be restored to active status only upon full payment of such obligations.
- 7.04 Any member of Gamma Pi chapter who, for valid reasons, is unable to meet financial obligations in order to remain active, shall, after investigation and recommendation by the Executive Committee and a 75% vote, have National dues paid by the Chapter with the local dues being waived.

8. Insignia

- 8.01 The official insignia of the Chapter shall only be the regalia as listed in the National Kappa Kappa Psi Constitution, the Gamma Pi pot, the prospective member board, and the blue symphony sash.

9. Revision of Bylaws

- 9.01 These bylaws are considered adopted upon two thirds vote of the membership when voting takes place, approval of the Chapter sponsor, the Director of Bands, and the Office of the Dean of Students.

9.02 Proposal of Revisions

- 9.02.01 Any proposed revisions of these bylaws shall be presented in writing at any regular Chapter meeting held before the last meeting of the semester.
- 9.02.02 At the time of proposal, revisions shall be discussed and then tabled.
- 9.02.03 Any proposed revisions of these bylaws shall be presented to the sponsor and Director of Bands for discussion and/or amendment before the revisions are voted on by Chapter.
- 9.02.04 At the next appropriate regular meeting, each revision shall be discussed and/or amended and shall then be voted on.

9.03 Acceptance and Adoption

- 9.03.01 The proposed revision shall be considered accepted upon receiving an affirmative vote of two thirds of the membership.
- 9.03.02 The accepted revision shall be considered adopted when it has been signed by the Chapter president, the Chapter sponsor, the Director of Bands, and the Dean of Students, in that order.
- 9.03.03 These bylaws may be suspended only as a whole unless otherwise specified within said document. Suspension of these bylaws requires attendance of at least 75% of the membership during an official business meeting and a unanimous vote of those present.

