

CONSTITUTION

KAPPA KAPPA PSI, PSI CHAPTER
UNIVERSITY OF CALIFORNIA, LOS ANGELES

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Preamble

Be it known that the Psi Chapter of the honorary fraternity of Kappa Kappa Psi is designed for the members of the UCLA Bands to provide an opportunity for those who wish to serve the UCLA Bands in any capacity beyond that of a student-musician.

1 General

1.1 National Constitution

This Constitution clarifies, where applicable, Sections 2, 3, 4, 5, and 6 of Part VI of the National Constitution of Kappa Kappa Psi Fraternity, as applicable to the Psi Chapter.

1.2 Previous Documents

This Constitution replaces all previous documents governing the operations of this Chapter and will take effect upon two-thirds (2/3) favorable vote of the eligible voting membership of Chapter and approval of the National Office of Kappa Kappa Psi.

1.3 Discrimination

In accordance with section I. 1.109 of the National Constitution of Kappa Kappa Psi, the Psi Chapter of Kappa Kappa Psi Fraternity expressly prohibits discrimination on the basis of race, national origin, gender, religion, handicap, sexual orientation, or marital status. Rather, it is the policy of this Chapter to foster a spirit of mutual understanding and respect among all people, especially those involved with university and college bands, remembering that music is the universal language.

1.4 Hazing

The Psi Chapter of Kappa Kappa Psi, in accordance with section 1.111 of the Kappa Kappa Psi National Constitution, and for the betterment of the Chapter and Fraternity, does not, and will not, condone or permit any policies or practices that could be interpreted as hazing in any form.

1.5 National Controlled Substance Policy

The Psi Chapter of Kappa Kappa Psi, in following the letter and spirit of section 1.112 of the Kappa Kappa Psi National Constitution, has adopted the Psi Chapter Policy on Controlled Substances in order for its members to better promote the UCLA Band Program and to better fulfill their obligations as Brothers.

1.6 Epsilon Kappa

The Psi Chapter of Kappa Kappa Psi recognizes the Epsilon Kappa Chapter of Tau Beta Sigma, National Honorary Band Sorority, as an equally affiliated organization with a parallel purpose, function, and role in the UCLA Bands, and will work closely with said Chapter for the betterment of the UCLA Band program.

2 Officers

2.1 Gavel Order

The Elected Officers of The Chapter shall be the following, in order of rank: President, Vice President of Membership, Sergeant-at-Arms, Director of Service, Director of Music, Treasurer, Brotherhood Relations Officer, Director of Brotherhood/Sisterhood Relations, Director of Band Activities, Secretary, Alumni Relations Officer, Historian, and any others named by the President as needed.

2.2 Executive Council

The Executive Council shall consist of the President, Vice President of Membership, and Sergeant-at-Arms.

2.2.1 Responsibility

The Executive Council shall be responsible and have authority for all fraternity matters.

2.2.2 Members

Each Office of the Executive Council must be held by a different active member.

2.2.3 Council Voting

Each Executive Council Officer has one (1) vote in Council meetings.

2.2.4 Scheduled Meetings

The Executive Council shall prepare and make available to each active member a schedule of regular meetings each academic quarter by the end of the first week of instruction of that quarter.

2.2.5 Restitution

The Executive Council shall be responsible for determining the time period and obligations needed to make restitution for a member on probation or suspension.

2.2.6 Member Participation

The Executive Council shall be responsible for determining whether member participation in a UCLA band has been fulfilled (as per sections 6.4.2 and 6.4.3).

2.2.7 Proxy Votes

Active members not present at a vote may choose another active member to vote in their place, with a written or verbal statement of proxy being given to the Executive Council prior to the vote. No member may receive more than one (1) additional vote through proxy.

2.3 Elections

The officers of the Chapter shall be elected in the ninth week of instruction in the spring academic quarter, and shall be installed during the tenth week of instruction in the spring academic quarter.

2.3.1 Executive Council

The Executive Council shall be responsible for overseeing all elections of the Chapter.

2.3.2 Nominations

Candidates for President, Vice President of Membership, Sergeant-at-Arms, Director of Service, Director of Music, Treasurer, Brotherhood Relations Officer, Director of Brotherhood/Sisterhood Relations, Director of Band Activities, Secretary, Alumni Relations Officer, and Historian shall be nominated from the floor of a regularly called meeting prior to the elections.

2.3.3 Order of Elections

The order of nominations and elections shall be as follows: President, Vice President of Membership, Sergeant-at-Arms, Director of Service, Director of Music, Treasurer, Brotherhood Relations Officer, Director of Brotherhood/Sisterhood Relations, Director of Band Activities, Secretary, Alumni Relations Officer, Historian, others.

2.3.4 Term Limit

No member may serve for more than two (2) terms in any given office.

2.3.4.1 Term Definition A term shall constitute at least two (2) academic quarters and up to a full academic year.

2.3.5 Sponsor Approval

A list of nominations must be submitted to the Chapter Sponsor for approval at least one (1) week prior to the scheduled election date.

2.3.5.1 Nomination Deadline No nominations will be accepted after this time without special exception from the Executive Council or the Chapter Sponsor.

2.3.5.2 Nomination Cap No member may hold nominations for more than three (3) officer positions at this time without special exception from the Executive Council.

2.3.6 Voting Options

Options for voting in elections include any candidate for office and leaving the office vacant.

2.3.7 Majority

A majority of all votes cast is necessary for election.

2.3.8 Run-Off Elections

Run-off elections will be held if no single option receives a majority of the votes cast. Only the options with the two (2) highest totals of votes in the initial election remain candidates for run-off election.

2.3.8.1 Post-Run-Off Elections If no options receives a majority during the run-off election, the following order of voting will take place:

- a. All returning active members of the Chapter.
- b. All Chapter officers, except any candidate(s) for the position.
- c. The Executive Council, except any candidate(s) for the position.

2.3.9 Vacant Office

In the event that the Chapter decides to leave an office vacant, the vacant office shall be filled by an application process to be administered and decided upon by the outgoing and incoming Executive Councils, excluding any applicant(s) for the position in question.

2.4 Officers-Elect

Executive Council Officers-elect shall serve as members ex officio of the Executive Council until they take office during the tenth week of instruction in the spring academic quarter.

2.5 Officer Service

Each Chapter officer shall serve until the installation of the next officer board and without compensation.

2.6 Eligible Members

Only active or associate members of the Chapter may hold offices or appointed positions.

2.7 President

The President shall preside at all meetings of the Chapter and of the Executive Council and shall be a member ex officio of all Chapter committees.

2.7.1 Representation

The President shall be designated as the official representative of the Chapter in all manners.

2.7.2 Voting

The President shall vote only when either the vote is by secret ballot, in which case the President votes along with and at the same time as all other members, or the President's vote will change the result of the vote.

2.7.3 Co-Signing

The President shall, along with the Treasurer, co-sign checks for monies disbursed and shall, along with the Secretary, co-sign contracts and other business incurred by the Chapter.

2.7.4 Ad Hoc Committees

The President shall have the authority to create and appoint any ad hoc positions or committees as deemed necessary.

2.7.5 Correspondence

The President shall be responsible for all inter-chapter events, and for representing the Chapter in communication with other Chapters and organizations. These duties may be delegated as deemed appropriate by the Chapter President.

2.7.6 Chapter Summary

The President shall be responsible for submitting a year-end Chapter summary report to the National Office, the Chapter Archive, and to all active members prior to the installation of new Chapter officers.

2.7.7 National Forms

The President shall be responsible for submitting all other nationally mandated forms to the National Office.

2.7.8 Member Notifications

The President shall be responsible for overseeing the notification of all active members of meetings and activities.

2.7.9 Meeting Agenda

The President shall be responsible for compiling an agenda for each regularly scheduled meeting.

2.8 Vice President of Membership

The Vice President of Membership shall advance the purposes of the Fraternity through the education, training, and initiation of all members.

2.8.1 Officer Absence

In the event of the absence of the President, the Vice President of Membership shall be designated as the official representative of the Chapter in all manners and preside at all meetings of the Chapter and of the Executive Council.

2.8.2 New-Membership Education Process

The Vice President of Membership shall coordinate with the Membership Committee to submit for Chapter approval a proposal for the New-Membership Education Process (as per Section 6.3).

2.8.3 Committee Chair

The Vice President of Membership shall chair the Membership Committee.

2.9 Sergeant-at-Arms

The Sergeant-at-Arms shall be responsible for ensuring that the Chapter Constitution is upheld, that order is maintained at all Chapter meetings, and that Ritual is properly organized.

2.9.1 Officer Absence

In the event of the absence of the President and Vice President of Membership, the Sergeant-at-Arms shall be designated as the official representative of the Chapter in all manners and preside at all meetings of the Chapter.

2.9.2 Constitution Knowledge

The Sergeant-at-Arms shall have a working knowledge of the National Constitution, the Western District Constitutions, the Chapter Constitution, the Kappa Kappa Psi National policies, the Psi Chapter Controlled Substance Policy, and basic parliamentary procedure.

2.9.3 Ritual Presentation

The Sergeant-at-Arms shall be responsible for presenting and maintaining the Ritual material and regalia of the Chapter.

2.9.4 Ritual Practice

The Sergeant-at-Arms shall make sure that the Chapter is properly trained by holding at least one (1) practice prior to each presentation of the Ritual.

2.9.5 National Ritual

The Sergeant-at-Arms shall ensure that the Ritual is in accordance with the most recent revision adopted by the National Chapter.

2.9.6 Chapter Ceremonies

The Sergeant-at-Arms shall be responsible for the planning and execution of all Chapter ceremonies and shall work with the Epsilon Kappa Director of Sisterhood Activities to plan and execute joint ceremonies.

2.9.7 Committee Chair

The Sergeant-at-Arms shall chair the Constitution/Ritual Committee.

2.10 Director of Service

The Director of Service shall be responsible for organizing all service projects of the Chapter.

2.10.1 Service Projects

The Director of Service shall be responsible for the submission of proposals for service projects to the Chapter and, upon approval, the execution of said projects.

2.10.2 Service Responsibilities

The Director of Service shall be responsible for working with the Sponsor and Executive Council to ensure that all Brothers uphold their service responsibilities and act as positive role models within the band program.

2.10.3 Director Correspondence

The Director of Service shall correspond with the Director of Bands and the corresponding Epsilon Kappa officer at least quarterly to propose and discuss service projects and serve as a liaison of the Psi Chapter to said parties.

2.10.4 Sponsor Correspondence

The Director of Service shall correspond with the Psi Chapter Sponsor at least monthly.

2.10.5 Director of Bands Meeting

The Director of Service shall schedule and attend a quarterly meeting with the Director of Bands to propose and discuss service projects benefiting the entire UCLA Band Program.

2.10.6 Service Point Opportunities

The Director of Service shall be responsible for the planning and execution of a sufficient number of opportunities for service points, so that active members may fulfill their service point requirement (as per Appendix B).

2.10.7 Committee Chair

The Director of Service shall chair the Service Committee.

2.11 Director of Music

The Director of Music shall be responsible for promoting music within the Chapter.

2.11.1 Music Point Opportunities

The Director of Music shall be responsible for ensuring, approving, and identifying sufficient opportunities for Brothers participation in music events, so that active members may fulfill their music point requirement (as per Appendix B.1).

2.11.2 Song Performance

The Director of Music shall be responsible for upholding a high standard of performance of the Fraternity Hymn, Fraternity Song, and Brotherhood/Sisterhood Song.

2.11.3 Committee Chair

The Director of Music shall chair the Music Committee.

2.12 Treasurer

The Treasurer shall control the receipts and disbursements of all monies of the Chapter.

2.12.1 Dues and Fees

The Treasurer shall collect all dues and fees from each active member or candidate.

2.12.2 Co-Signing

The Treasurer shall, along with the President, co-sign all checks for monies distributed.

2.12.3 Finance Ledger

The Treasurer shall keep a continuous, year-to-year ledger of all Chapter finances.

2.12.4 Budget

The Treasurer shall prepare and present an annual budget to the Chapter at the beginning of the academic year to be voted upon.

2.12.4.1 Budget Availability The Treasurer shall make the budget available to the Chapter.

2.12.4.2 Budget Status The Treasurer shall be responsible for reviewing and reporting the status of the budget to the Chapter at least once per quarter.

2.12.5 Financial Report

The Treasurer shall prepare a report of Chapter finances at least once per academic quarter, as well as a year-end Chapter financial summary report to the National Office, the Chapter Archive, and to all active members, prior to the installation of new Chapter officers.

2.12.6 UCLA Official

The Treasurer shall, upon request by an authorized official of the University of California, Los Angeles, make available a record of the finances of the Chapter.

2.12.7 Fundraising

The Treasurer shall be responsible for the planning and execution of all fundraising activities.

2.12.7.1 Sponsor Approval The Treasurer shall seek the approval of the Chapter Sponsor any time the Chapter sells goods or services to any external parties.

2.12.8 Fundraising Point Opportunities

The Treasurer shall be responsible for the planning and execution of a sufficient number of opportunities for fundraising points, so that active members may fulfill their fundraising point requirement (as per Appendix B.1).

2.12.9 Committee Chair

The Treasurer shall chair the Fundraising Committee.

2.13 Brotherhood Relations Officer

The Brotherhood Relations Officer shall be responsible for maintaining and enhancing a spirit of brotherhood through the coordination of social activities for the Chapter.

2.13.1 Brotherhood Point Opportunities

The Brotherhood Relations Officer shall be responsible for the planning and execution of a sufficient number of opportunities for brotherhood points, so that active members may fulfill their brotherhood point requirement (as per Appendix B.1).

2.13.2 Evaluation

The Brotherhood Relations Officer shall be responsible for evaluating and improving the state of Brotherhood within the Chapter.

2.13.3 Committee Chair

The Brotherhood Relations Officer shall chair the Brotherhood Committee.

2.14 Director of Brotherhood/Sisterhood Relations

The Director of Brotherhood/Sisterhood Relations shall be the liaison between the Brothers of the Psi Chapter of Kappa Kappa Psi and the Sisters of the Epsilon Kappa Chapter of Tau Beta Sigma.

2.14.1 Brotherhood/Sisterhood Point Opportunities

The Director of Brotherhood/Sisterhood Relations shall be responsible for the planning and execution of a sufficient number of opportunities for brotherhood/sisterhood points, so that active members may fulfill their brotherhood/sisterhood point requirement (as per Appendix B.1).

2.14.2 Evaluation

The Director of Brotherhood/Sisterhood Relations shall be responsible for evaluating and improving the current state of the Bond between the two Chapters.

2.14.3 Other Chapter Officers

The Director of Brotherhood/Sisterhood Relations shall work in conjunction with the other Chapter officers to ensure that the bond between the two Chapters is preserved.

2.14.4 Our Bond

The Director of Brotherhood/Sisterhood Relations shall be responsible for ensuring that all members of the two Chapters learn to understand, respect, and cherish our bond.

2.14.5 Joint Ceremonies

The Director of Brotherhood/Sisterhood Relations shall assist the Sergeant-at-Arms in writing, conducting, and improving all joint ceremonies with the Epsilon Kappa Chapter of Tau Beta Sigma.

2.14.6 Committee Chair

The Director of Brotherhood/Sisterhood Relations shall chair the Brotherhood/Sisterhood Committee.

2.14.7 Epsilon Kappa

The Director of Brotherhood/Sisterhood Relations shall work concurrently with the Director of Brotherhood/Sisterhood Relations of Epsilon Kappa in order to effectively implement the aforementioned responsibilities.

2.15 Director of Band Activities

The Director of Band Activities shall be the social liaison between the Brothers of the Psi Chapter and the UCLA Marching Band.

2.15.1 Social Environment

The Director of Band Activities shall be responsible for evaluating and improving the social environment within the band.

2.15.2 Band Events

The Director of Band Activities shall be responsible for the coordination of band-wide social events, concurrently with the corresponding Epsilon Kappa officer.

2.15.3 Inclusivity

The Director of Band Activities shall be responsible for encouraging all members of the Psi Chapter to employ geniality and inclusivity when interacting with all members of the UCLA Marching Band.

2.15.4 Director Correspondence

The Director of Band Activities shall correspond with the Director of the UCLA Marching Band at least quarterly.

2.15.5 Committee Chair

The Director of Band Activities shall chair the Band Committee.

2.16 Secretary

The Secretary shall record the minutes of all meetings of the Chapter and shall co-sign all contracts and other instruments of business.

2.16.1 Chapter Records

The Secretary shall maintain a permanent record of each member of the Chapter, including name, candidate class, address, phone number, e-mail address, birthdate, and instrument played.

2.16.1.1 Western District The Secretary shall provide said record for each active member to the Western District Secretary/Treasurer no later than the earliest deadline for district award submissions, and when new members are initiated.

2.16.2 Meeting Minutes

The Secretary shall supply each active member with a copy of the minutes of each meeting within forty-eight (48) hours of that meeting.

2.16.3 Formal Correspondence

The Secretary shall be responsible for all formal incoming and outgoing National, District, and Chapter announcements and correspondence.

2.16.4 Meeting Attendance Policy

The Secretary shall be responsible for tracking meeting attendance as specified by the attendance policy (as per Appendix A).

2.16.5 Event Attendance

The Secretary shall be responsible for tracking all event attendance in coordination with the respective officers.

2.16.6 Committee Meeting Attendance

The Secretary shall be responsible for tracking all committee meeting attendance in coordination with the committee chairs.

2.16.7 Committee Chair

The Secretary shall chair the Correspondence Committee.

2.17 Alumni Relations Officer

The Alumni Relations Officer shall be the liaison between the Chapter's active members and its Alumni.

2.17.1 Newsletter

The Alumni Relations Officer shall create and distribute an Alumni newsletter each academic quarter.

2.17.2 Alumni Events

The Alumni Relations Officer shall plan and execute at least one (1) Alumni event per academic quarter.

2.17.2.1 Participation Point Opportunities Alumni events may qualify for brotherhood or brotherhood/sisterhood participation points as deemed appropriate by the Alumni Relations Officer and the corresponding social officer.

2.17.3 Alumni Roster

The Alumni Relations Officer shall be responsible for collaborating with the UCLA Band Office to maintain and update the Chapter Alumni roster.

2.17.4 UCLA Band Program

The Alumni Relations Officer shall assist in the coordination of Kappa Kappa Psi Alumni with the UCLA Band Program.

2.17.5 National Alumni Program

The Alumni Relations Officer shall work with the Kappa Kappa Psi National Alumni Program and any Local Alumni Association as is necessary.

2.17.6 Life Membership

The Alumni Relations Officer shall collect permanent address information and dispense Life Membership applications to all brothers graduating or leaving the University, and supply this information to the National Office.

2.17.7 Event Announcements

The Alumni Relations Officer shall be responsible for the announcement of events to which Alumni are invited.

2.17.8 Committee Chair

The Alumni Relations Officer shall chair the Alumni Committee.

2.18 Historian

The Historian shall be responsible for maintaining a written and pictorial record of the activities of the Chapter and the UCLA Bands.

2.18.1 Chapter Archive

The Historian shall be responsible for maintaining and updating the Chapter Archive, which shall contain the permanent records and historical materials of the Chapter.

2.18.2 Chapter Yearbook

The Historian shall be responsible for creating and distributing a Chapter yearbook.

2.18.3 Joint Chapter Display

The Historian shall be responsible for the creation of a Joint Chapter Display for the annual Western District Convention concurrently with the Epsilon Kappa Secretary of History and Alumni.

2.18.4 Committee Chair

The Historian shall chair the Historical Committee.

2.19 Appointed Offices

A standing appointed position shall be filled by an application process to be administered and decided upon by the Executive Council. Positions shall be filled within two (2) weeks of the installation of elected officers. Appointed positions will serve for a term of one (1) year at the discretion of the Executive Council.

2.19.1 Webmaster

The Webmaster shall be responsible for the maintenance of a Chapter website, the Chapter electronic mailing list, and the joint electronic mailing list, in coordination with the corresponding Epsilon Kappa officer.

2.19.1.1 Secretary Assumability If no applicant is chosen for the position of Webmaster, the Secretary shall assume the responsibilities of the Webmaster.

2.20 Removal From Office

Any Chapter officer can be removed from office by a two-thirds (2/3) vote of the eligible voting membership of Chapter.

2.21 Early Resignation

In the event of an impeachment or resignation in any office, an election will be held to fill said office within two (2) weeks of the vacancy.

2.21.1 Notification

All Chapter members shall be notified of said vacancy within forty-eight (48) hours by the Executive Council.

2.21.2 Special Election

A special election meeting must be held for the election of a vacated office.

2.21.3 Nominations

Nominations for a vacated office shall be held at the meeting immediately prior to the election of that office.

3 Committees

3.1 Standing Committees

The Standing committees of the Chapter shall be the following: Membership Committee, Constitution/Ritual Committee, Service Committee, Music Committee, Fundraising Committee, Brotherhood Committee, Brotherhood/Sisterhood Committee, Band Committee, Correspondence Committee, Alumni Committee, and Historical Committee.

3.2 Special Committees

Special committees, required by the Chapter, may be formed by the President.

3.2.1 Special Committee Assignment

Members of special committees shall be appointed by the President and shall serve until relieved of their appointments by the President.

3.3 Committee Assignment

The President shall assign each active member to a standing committee at the beginning of the summer and winter academic quarters.

3.3.1 Committee Chairs

Committee chairs shall be assigned to the committees that they chair.

3.3.2 Officers without a Chair

Officers who do not chair a standing committee may be assigned to a committee at the discretion of the President.

3.3.3 New Active Members

New active members shall be assigned to committees upon their induction into the Chapter.

3.3.4 Committee Membership

Committee membership may be re-evaluated at any time by the Executive Council.

3.4 Membership Committee

The Membership Committee shall be chaired by the Vice President of Membership.

3.4.1 Education Process Review

The Membership Committee shall be responsible for reviewing and revising the New-Membership Education Process of the Chapter and for following guidelines as posted by the National Office, and utilized in any other way the chair sees fit.

3.4.2 Initiation

The Membership Committee shall be responsible for overseeing and assisting the Vice President of Membership in the execution in full of initiation of new members (as per Article VI).

3.4.3 Researching Potential Members

The Membership Committee shall be responsible for researching persons possibly qualified for honorary membership into the Chapter (as per Article VI).

3.4.4 Post-Membership Education

The Membership Committee shall be responsible for developing and implementing a post-membership education program.

3.5 Constitution/Ritual Committee

The Constitution/Ritual Committee shall be chaired by the Sergeant-at-Arms.

3.5.1 Chapter Constitution

The Constitution/Ritual Committee shall be responsible for reviewing and revising the Chapter Constitution, in accordance with the National Constitution where applicable, and utilized in any other way the chair sees fit.

3.5.2 Rituals

The Constitution/Ritual Committee shall assist the Sergeant-at-Arms with the planning and execution of all Rituals.

3.6 Service Committee

The Service Committee shall be chaired by the Director of Service.

3.6.1 Service Projects

The Service Committee shall be responsible for the planning and execution of all service projects of the Chapter, and utilized in any other way the chair sees fit.

3.6.2 Western District

The Service Committee shall be responsible for the evaluation of service projects recommended by the Western District Council and the execution of said service projects if deemed appropriate.

3.7 Music Committee

The Music Committee shall be chaired by the Director of Music.

3.7.1 Music in Chapter

The Music Committee shall be responsible for promoting music in Chapter, and shall be utilized in any other way the chair sees fit.

3.8 Fundraising Committee

The Fundraising Committee shall be chaired by the Treasurer.

3.8.1 Fundraisers

The Fundraising Committee shall be responsible for the planning and execution of all Chapter fundraisers and utilized in any other way the chair sees fit.

3.9 Brotherhood Committee

The Brotherhood Committee shall be chaired by the Brotherhood Relations Officer.

3.9.1 Social Activities

The Brotherhood Committee shall be responsible for the planning and execution of all brotherhood activities of the Chapter, and utilized in any other way the chair sees fit.

3.10 Brotherhood/Sisterhood Committee

The Brotherhood/Sisterhood Committee shall be chaired by the Director of Brotherhood/Sisterhood Relations.

3.10.1 Brotherhood/Sisterhood Activities

The Brotherhood/Sisterhood Committee shall be responsible for the planning and execution of all Brotherhood/Sisterhood activities, and utilized in any other way the chair sees fit.

3.10.2 Epsilon Kappa

The Brotherhood/Sisterhood Committee shall work concurrently with the Brotherhood/Sisterhood Committee of Epsilon Kappa as necessary.

3.11 Band Committee

The Band Committee shall be chaired by the Director of Band Activities.

3.11.1 Band Social Activities

The Band Committee shall be responsible for the planning and execution of band social activities, and utilized in any other way the chair sees fit.

3.12 Correspondence Committee

The Correspondence Committee shall be chaired by the Secretary.

3.12.1 External Communication

The Correspondence Committee shall be responsible for communication outside of the Chapter, and utilized in any other way the chair sees fit.

3.13 Alumni Committee

The Alumni Committee shall be chaired by the Alumni Relations Officer.

3.13.1 Alumni Events

The Alumni Committee shall be responsible for the planning and execution of all alumni events, and utilized in any other way the chair sees fit.

3.14 Historical Committee

The Historical Committee shall be chaired by the Historian.

3.14.1 Records

The Historical Committee shall be responsible for maintaining a written and pictorial record of the activities of both the Chapter and the UCLA Bands, and utilized in any other way the chair sees fit.

3.14.2 Yearbook

The Historical Committee shall be responsible for maintaining and updating a Chapter yearbook, and is responsible for Chapter displays at National and District Conventions.

3.15 Committee Meeting Requirement

Committee chairs shall hold at least one (1) committee meeting each academic quarter.

4 Finances

4.1 Treasurer Duties

All monies of the Chapter shall be received and expended by the Treasurer. All expenditures of these monies shall be made by check drawn on a bank selected by the Chapter, signed by the Treasurer and President.

4.2 Fiscal Year

The fiscal year of the Chapter is September 1st to the next succeeding August 31st.

4.3 Dues

Active Member dues shall be equal to National Member dues plus thirty dollars (\$30.00) Chapter dues.

4.3.1 Deadline

All Dues must be paid in full by the Chapter deadline, which is defined as the last general membership meeting occurring at least two (2) weeks before the national deadline.

4.3.2 New Initiate Dues

New initiate dues shall be equal to National Member dues plus twenty dollars (\$20.00) Chapter dues plus the national initiation fee.

4.3.2.1 Initiate Deadline New initiate dues shall be paid in full prior to the Ritual of the Third Degree.

4.3.3 Missed Dues

Membership in the Chapter is automatically lapsed if all applicable dues are not paid by the Chapter deadline, unless an agreement is previously arranged with the Treasurer. A delinquent payment, which includes a late fee of twenty-five (25) percent on all dues, is sufficient to restore active membership.

4.3.4 Rights of Dues

By payment of the membership fee all active members shall have the opportunity to participate in all activities of the Chapter, which includes the right to vote in all Chapter meetings.

4.4 Annual Budget

The annual budget must be presented to the Chapter at the first meeting of each academic year for approval.

4.4.1 Itemized Office Budget

The annual budget must include an annual itemized office budget for each Chapter office, to be agreed upon by the Treasurer and each officer prior to the first meeting.

4.4.1.1 Exceeded Budget Should an officer exceed the budgeted amount for an item, the officer must either organize a fundraiser to requite the debt or reallocate funds from his or her own budget with the approval from the members of the Executive Council and the Treasurer, and then notify chapter at a regularly scheduled chapter meeting.

4.4.1.1.1 Reallocation of Funds The reallocation of funds must come from budgeted items either yet to come or in progress, and not from those already completed.

4.4.1.2 Small Exceeded Amounts Should an officer expect to exceed his or her budget of any pre-approved item by an amount under twenty-five dollars (\$25.00), said officer shall only have to seek the approval of the President and the Treasurer to be fully compensated. If approval be not granted, said officer may appeal to the Chapter.

4.4.2 Budget Changes

Any additional changes to the approved budget may be made by a simple majority vote of the Chapter.

4.4.3 New Budget Items

Should an officer need to create and purchase a new budget item between consecutive Chapter meetings, said officer shall obtain a simple majority approval from the members of the Executive Council and the Treasurer prior to the purchase. Such an item may not overlap with any previously approved budget item.

5 Meetings

5.1 Regularly Called Meetings

A regularly called meeting of the Chapter shall be held at least once a month during the academic year. Meetings may be held more frequently when deemed advisable by the Executive Council. The exact time and location of meetings shall be determined by the Executive Council.

5.2 Special Chapter Meetings

Special Chapter meetings shall be called by the President or Executive Council as needed.

5.3 Quorum

Fifty (50) percent of all active members of the Chapter together with at least two (2) Chapter officers, one (1) being on the Executive Council, shall constitute a quorum at all Chapter meetings and is required in order to vote on any official business of the Chapter.

5.4 Business of Meeting

The business of Chapter meetings shall include the reading of the minutes of the previous Chapter meeting, reports of the Chapter officers, band leadership reports, and other business.

5.5 Parliamentary Procedure

Basic Parliamentary procedure shall be utilized in all Chapter meetings unless deemed moot by the President.

5.5.1 Default Voting

Unless motioned otherwise, voting by acclamation shall be the default voting procedure at all Chapter meetings.

5.5.2 Secret Ballot

One (1) member, other than the President, may request a secret ballot for any vote.

5.5.2.1 Tallying of Votes All votes cast by secret ballot shall be tallied by the President and the Sergeant-at-Arms. In the absence of the President and/or the Sergeant-at-Arms, replacement tellers will be filled according to officer rank, starting with the Vice President of Membership (as per Section 2.1).

5.5.2.2 Revealing Vote Tallies In voting matters concerning an individual or individuals, the vote tallies shall not be revealed. In all other matters, the vote tallies shall not be revealed unless motioned otherwise.

5.5.3 Proxy Votes

Any votes requiring the entire eligible voting membership of the Chapter must always include proxy votes of all absent members.

5.5.3.1 Assigned Proxy If an absent member does not have a specified proxy, the President shall assign a proxy.

5.5.4 Abstentions

A member may abstain only in a vote of business that does not require the entire eligible voting membership. Abstentions shall be removed from the vote total.

5.5.5 Automatic Motions

Automatic motions must be recognized by the Chair.

5.6 Meeting Attendance Policy

Attendance is required at all regular Chapter meetings and shall be monitored as per Appendix A.

5.7 Chapter Delegate

Before each District or National Convention, an official Chapter delegate and an alternate delegate shall be elected at a regularly scheduled chapter meeting.

6 Membership

6.1 National Constitution

Membership of any type in this Chapter shall be governed by parts VI.6.501–VI.6.521 of the National Constitution of Kappa Kappa Psi.

6.2 New Membership Candidates

Selection of new membership candidates shall occur once per academic year.

6.2.1 Pre-Nominations

The Vice President of Membership shall request the active body of the Chapter to submit the names of band members as candidates for active membership in the Chapter. The Vice President of Membership shall then compile a list of the names of all the prospective members.

6.2.2 Informational Meeting

All members of the UCLA Bruin Marching Band shall be invited to an informational meeting with the President, the Vice President of Membership, and members representing the Chapter.

6.2.3 Candidate Nominations

In a scheduled chapter meeting, the active body of the Chapter shall take a vote on each potential membership candidate. A negative vote of twenty-five (25) percent of the eligible voting membership shall be required to prevent a person's nomination to be interviewed.

6.2.3.1 Re-Discussion Members can bring up names for re-discussion after all potential membership candidates have been voted upon once. If two (2) successive ballots for one (1) name produce the same outcome, this outcome is final, and the name can no longer be brought up for re-discussion during the current academic year.

6.2.4 Interviews

Each nominated band member will receive an invitation to interview with the Fraternity.

6.2.4.1 Interview Deadline The interview shall be conducted prior to the regularly scheduled meeting before the Ritual of the First Degree.

6.2.4.2 Interviewers Interviews shall be conducted by current members of the Chapter as set up by the Membership Committee.

6.2.5 Bids Meeting

In a scheduled chapter meeting after interviews have been conducted, the interviewers for each nominated band member shall present information from the interviews; and the active body of the Chapter shall vote on whether to extend a bid, an official offer of candidacy, to each nominee. A negative vote of twenty-five (25) percent of the eligible voting membership shall be required to prevent a nominated band members selection as a candidate.

6.2.5.1 Re-Discussion Members can bring up names for re-discussion after all nominated band members have been voted upon once. If two (2) successive ballots for one (1) name produce the same outcome, this outcome is final, and the name can no longer be brought up for re-discussion during the current academic year.

6.2.6 Candidate Roster

The Chapter Vice President of Membership shall prepare a roster of the membership candidates, including name, phone number, address, and e-mail address, and distribute it to all the active members of the Chapter and all membership candidates.

6.2.7 Candidate Expulsion

Upon due cause, a membership candidate may be expelled at any time from the New-Membership Education Process following a favorable vote of seventy-five (75) percent of the eligible voting membership and approval by the Chapter Sponsor. The candidate in question shall have the right to present his or her case to the active body in writing or in person, in a time frame determined by the Executive Council.

6.2.8 Initiation Voting

A membership candidate must receive a favorable vote of seventy-five (75) percent of the eligible voting membership in order to be initiated.

6.2.8.1 Re-Discussion Members can bring up names for re-discussion after all membership candidates have been voted upon once. If two (2) successive ballots for one (1) name produce the same outcome, this outcome is final, and the name can no longer be brought up for re-discussion during the current academic year.

6.3 Membership Education Process Approval

The Vice President of Membership shall submit a proposal for the New-Membership Education Process to Chapter for approval by the third week of the fall academic quarter. Approval shall require a two-thirds (2/3) favorable vote of the eligible voting membership.

6.3.1 Proposal Requirements

The proposal for the New-Membership Education Process must include:

- a. a schedule of candidate lesson topics;
- b. dates for Degree ceremonies;
- c. dates for Nominations, Bids, and Initiation Vote Meetings;
- d. Big Brother eligibility requirements; and
- e. New-Membership Education Process requirements and deadlines.

6.3.2 Education Process Changes

Any changes to the Chapter-approved New-Membership Education Process shall require a two-thirds (2/3) favorable vote of the eligible voting membership.

6.4 Active and Associate Members

Active and associate members of the Fraternity shall be registered students and members of the college or university band program who have been formally initiated after the completion of the Membership Education Program of the Fraternity. All annual dues and fees must be paid up to date to maintain active and associate membership in the Fraternity.

6.4.1 Registered Students

All active members must be registered students at UCLA. Active status may be maintained for one (1) quarter after graduation or until the end of the fiscal year, whichever comes first.

6.4.2 Fall Participation

All active members must participate in the UCLA Bruin Marching Band during the fall quarter of the academic year.

6.4.2.1 Definition of Participation The Director of Bands shall define participation in the UCLA Bruin Marching Band by the beginning of the fall academic quarter.

6.4.3 Winter Participation

All active members must participate in a UCLA band during the winter quarter of the academic year.

6.4.3.1 Definition of Participation The Director of Bands shall define participation in each UCLA Band by the beginning of the winter quarter.

6.4.4 Quarterly Test

All active members must pass a quarterly Fraternity information test. This test shall be created and administered by the Chapter Vice President of Membership, under the supervision of the Executive Council.

6.4.4.1 Second Attempt Any member who does not pass the quarterly Fraternity information test on the first attempt may request a retake for no later than one (1) week after the initial test results are distributed. Members who request a retake must pass on their second attempt.

6.5 Event Attendance Policy

Regular attendance at Chapter events is required and shall be monitored as per Appendix B.

6.6 Honorary Membership

The Membership Committee shall maintain a constant program of research on persons possibly qualified for honorary membership into the Chapter.

6.6.1 Citation of Commendation

The Membership Committee may request honorary membership for persons it deems qualified by submitting a citation of commendation to the active body of the Chapter.

6.6.2 Quarter Cap

The Membership Committee may present requests for no more than two (2) honorary memberships in one (1) academic quarter.

6.6.3 Honorary Voting

Honorary memberships shall be offered by the President to candidates who are approved by a seventy-five (75) percent vote of the eligible voting membership of Chapter.

6.6.4 Annual Cap

The Chapter may confer no more than four (4) honorary memberships in one (1) academic year.

6.6.5 Honorary Initiation

Honorary members shall be initiated into the Chapter by suitable ceremonies consisting of the Ritual of the Third Degree in addition to any other degrees or ceremonies deemed appropriate and shall be presented a certificate of commendation.

6.6.6 Expenses

The Chapter shall pay all expenses incurred on the induction of honorary members into the Chapter.

6.7 Conditional Status

Conditional status in the Fraternity may be requested by an active member when that member cannot, without undue hardship, continue to meet the requirements for active status. The request shall be in writing and shall state the specific reasons for requesting conditional status and a timeframe during which the member expects to remain conditional. To become effective, the member shall have paid member dues for the current academic year. The request shall be approved by a majority vote of the eligible voting membership, with approval of the Sponsor/Director of Bands. Conditional status shall not be maintained for more than one (1) year.

6.7.1 Timeframe Extension

Upon the expiration of the proposed timeframe, the member shall automatically return to the status under which the member went conditional. If said member wishes to extend the aforementioned timeframe, the member must submit a request in writing to be approved by the Chapter prior to the expiration of the stipulated timeframe.

6.7.2 Premature Return

A conditional member must notify the Chapter if the member wishes to return prematurely from conditional status.

6.7.3 Conditional Rights

Conditional members may, at the discretion of the Chapter, attend Chapter meetings, District and National Conventions and events, participate in Ritual, participate in Chapter fundraisers and service projects and attend Chapter social functions. Conditional members shall not hold office, propose candidates for membership, introduce business, vote on any matters, or act in the capacity of a big brother.

6.8 Probation

Upon due cause, a member of the fraternity may be placed on probation following a favorable vote of seventy-five (75) percent of the eligible voting membership and approval by the Chapter Sponsor.

6.8.1 Privileges

An active member placed on probation shall maintain all privileges of active membership.

6.8.2 Motions for Probation

Should any of the following occur, an automatic motion to put the chapter member in question on probation shall be made:

- a. absence from Ritual without prior approval by the Executive Council;
- b. violation of regular meeting attendance policies (as per Appendix A);
- c. failure to pass the quarterly Fraternity information test (as per Article VI); or
- d. violation of the Participation Point Policy (as per Appendix B).

6.8.2.1 Member-Made Motions A motion to place a member on probation for reasons other than listed above must be approved by a majority vote of the Executive Council before said motion is made.

6.8.3 Probation Notification

A member placed on probation shall be informed, in writing and within one (1) week of being placed on probation, of the following: the reasons for probation; a specified time period in which to make restitution; and the obligations needed to be fulfilled within that time period. Fulfillment of all obligations within the specified time period shall return said member to previous membership status. Fulfillment of all obligations shall be approved by the Chapter and Chapter Sponsor.

6.8.4 Conditional Membership

Active members placed on probation may request conditional status (as per Section 6.7), instead of probation, for a time period to be determined by said member, but not exceeding beyond the current fiscal year.

6.8.5 Probationary Period

Probation shall last for a period of no more than six (6) weeks of academic instruction, starting from the day when said member has been notified of their status by the President.

6.9 Suspension

Upon due cause, a member of the Fraternity may be suspended following a favorable vote of seventy-five (75) percent of the chapter's eligible voting membership and approval from the chapter sponsor. Suspended members may not participate in any Fraternity business, projects, or activities.

6.9.1 Motions for Suspension

Should any of the following occur, an automatic motion to suspend the chapter member in question shall be made:

- a. failure to participate in a UCLA Band during winter academic quarter (as per Article VI);
- b. failure to fulfill obligations of probation or terms of restitution (as per Article VI);
- c. violation of the Psi Chapter Controlled Substance Policy (as per Appendix ??);
- d. being placed on probation after at least two (2) placements on probation; or
- e. failure to attend ritual or chapter meeting without prior consent of the Executive Council while on probation.

6.9.1.1 Member-Made Motions A motion to suspend a member for reasons other than those listed above must be approved by a majority vote of the Executive Council before said motion is made.

6.9.2 Suspension Notification

A member placed on suspension shall be informed, in writing and within one (1) week of being placed on suspension, of the following: the reasons for suspension; a specified time period in which to make restitution; and the obligations needed to be fulfilled within that time period. Fulfillment of all obligations within the specified time period shall return said member to previous membership status. Fulfillment of all obligations shall be approved by the Chapter and Chapter sponsor.

6.9.2.1 Failed Obligations If an active member on suspension does not meet the obligations set forth by the Executive Council within the allotted time period, there shall be an automatic motion to expel said member.

6.9.3 Failed Suspension

If a motion to suspend a member fails, an automatic motion shall be made to place said member on probation.

6.9.3.1 Probation Extension If said member is already on probation, there shall instead be an automatic motion to extend the probationary period of said member.

6.9.3.2 One Automatic Motion This clause may not be invoked more than once for a given situation.

6.10 Expulsion

Upon due cause, a member of the Fraternity may be expelled following a favorable vote of seventy-five (75) percent of the Chapter's eligible voting membership and approval of the chapter sponsor.

6.10.1 Expulsion Voting

The member will be given a hearing before the said motion is voted on. The vote will be a secret ballot, and the member will be informed of the vote totals.

6.10.2 Return of Property

Having been expelled, the member shall return to the chapter all regalia and property of the Fraternity being held.

6.10.3 Failed Expulsion

If a motion to expel a member fails, an automatic motion shall be made to suspend said member.

6.10.3.1 Suspension Extension If said member is already on suspension, there shall instead be an automatic motion to extend the suspension of said member.

6.11 Inactive Status

Former active or associate members who are enrolled at UCLA but do not pay member dues shall be classified as inactive members. Inactive members have no privileges of Fraternity membership. Inactive members may not participate in any Fraternity business, projects, or activities.

6.11.1 Reinstatement

To obtain privileges of membership, an inactive member must request, in writing, reinstatement by the Chapter from which said member became inactive. Upon review of the inactive members written request, said member must receive a favorable vote of seventy-five (75) percent of the eligible voting membership, the approval of the Chapter Sponsor, and payment of all financial obligations to both the Chapter and the Fraternity in order to be granted privileges of membership.

6.12 Alumni Status

Alumni members of the Chapter shall be those Active, Associate, or Conditional members of the Chapter who have completed their education or who have terminated their affiliation with UCLA. In the event an alumni member wishes to reactivate with the Chapter, said member must meet requirements as an active or associate member of the Chapter.

6.13 Termination of Membership

Membership status in Kappa Kappa Psi may not be terminated by the member through resignation. However, a member may be suspended or expelled for due cause by the Psi Chapter (as per Sections 6.520, 6.521, and 6.522 of the Kappa Kappa Psi National Constitution).

7 Amendments

7.1 Allowable Times

This Constitution, and all appendices thereof, must be amended at a regularly scheduled Chapter meeting by a two-thirds (2/3) vote of the eligible voting membership of Chapter.

7.1.1 Notice of Amendment

The active membership must be notified of any proposed amendment to this Constitution at least one (1) week before a vote to adopt said amendment can take place.

7.1.2 Notification of Changes

Non-substantive changes to the Constitution may be made at the discretion of the Sergeant-at-Arms. The Sergeant-at-Arms shall, as soon as reasonably possible, inform the Chapter of any corrections made.

7.2 Special Circumstances

Sections of this Constitution may be suspended for special circumstances by a two-thirds (2/3) vote of the eligible voting membership of Chapter and approval from the Chapter Sponsor.

7.2.1 Expiration of Suspension

Any proposed suspension of this Constitution, or section thereof, must also include a definite expiration, not exceeding the end of the current academic year, upon which said suspension will automatically end.

7.2.2 Premature End of Suspension

Any suspension of this Constitution, or section thereof, may end prematurely by a two-thirds (2/3) vote of the eligible voting membership of Chapter.

7.3 Ritual Changes

Any proposed changes to the Ritual shall require a two-thirds (2/3) majority of the eligible voting membership of Chapter. Such changes must comply with the most recent revision of the Ritual adopted by the National Chapter.

Appendix

These policies are separated from the Constitution proper for convenience, but carry the full weight of the Constitution nonetheless, including all procedures for amendment and suspension.

A Meeting Attendance Policy

A.1 Meeting Absence

If a member cannot attend a scheduled meeting, or any part of the meeting including arriving late or leaving early, the member must contact the President and the Secretary prior to the meeting to be missed.

A.1.1 Excused Absence

If the President deems the reason for the missed meeting to be valid, the missed meeting shall be excused.

A.1.1.1 Unexcused Part of Meeting Any two (2) unexcused late arrivals or early departures will result in one unexcused absence.

A.1.2 Unexcused Absence

If the President deems the reason for the missed meeting to be invalid or said member fails to notify the President and Secretary as stated above, the missed meeting will not be excused. The President shall notify said member that the absence has not been excused.

A.2 Failed Guideline

If a member fails to follow the above guidelines for a missed meeting, said member shall receive an unexcused absence.

A.3 Responding to the Minutes

If a member does not attend part or all of any scheduled meeting, said member must notify the Officers of having read the minutes prior to the following meeting. The responses shall be made available to the Chapter.

A.3.1 Additional Absence

If a member is absent for the entire meeting and fails to notify the Chapter as specified above, said member will receive an additional unexcused absence, regardless of whether the initial absence was excused or unexcused.

A.3.2 Additional Half-Absence

If a member arrives late or leaves early from a meeting and fails to notify the Chapter as specified above, said member will receive an additional one-half (1/2) unexcused absence, regardless of whether the initial partial absence was excused or unexcused.

A.4 Number of Allowed Absences

A member must not acquire three (3) unexcused absences within any ten (10)-meeting period.

A.5 Relaxation Policy

The President may relax the meeting attendance policy as necessary for special circumstances, including but not limited to members with permanent meeting conflicts.

B Event Attendance Policy

B.1 Point Policy

All active members are required to accumulate three (3) service points, three (3) music points, three (3) fundraising points, three (3) brotherhood points, and three (3) brotherhood/sisterhood points per academic year.

B.2 Point Distribution

The Director of Service, the Director of Music, the Treasurer, the Brotherhood Relations Officer, the Director of Brotherhood/Sisterhood Relations, and the Alumni Relations Officer may award or subtract points for participation in their respective activities.

B.2.1 Value of Events

All events shall have a value of one (1) point from the category corresponding to the officer responsible, unless otherwise specified by the officer prior to the event.

B.2.2 Modification of Value

The point value of any event may be modified by a simple majority vote of the Chapter.

B.2.3 Multiple Category Points

In the event that an activity falls under the jurisdiction of multiple officers, each participating member shall apply any received points to one (1) category of their choice.

B.2.4 Leadership Points

One (1) leadership point may be awarded for the planning of an event.

B.2.4.1 Categorization A leadership point may count as one (1) participation point of any category towards the participation point requirement (as per Appendices B.1 and B.3).

B.2.4.2 Point Cap Each member of chapter may receive a maximum of one (1) leadership point per academic year.

B.2.4.3 Concurrent Point A member who receives a leadership point for an event may also receive a regular attendance point for the event.

B.2.4.4 Conflict of Interest An officer may not award him/herself a leadership point.

B.3 Winter Checkpoint

All active members must accumulate at least one (1) service point, one (1) music point, one (1) fundraising point, one (1) brotherhood point, and one (1) brotherhood/sisterhood point and a total of at least ten (10) points of the fifteen (15) required, before the start of the spring academic quarter.

B.4 New-Active Requirement

Newly initiated members are required to accumulate one (1) service point, one (1) music point, one (1) fundraising point, one (1) brotherhood point, and one (1) brotherhood/sisterhood point during the spring academic quarter.

B.5 Deadline

All active members must complete this requirement before the start of the eighth week of instruction of the spring academic quarter.

B.6 Relaxation Policy

These requirements may be relaxed under special circumstances by a unanimous vote of the Executive Council.

C Official Event Policy

C.1 Official Event

An event shall be considered official anytime an individual is acting in the capacity of a Chapter member (defined as any active, conditional, candidate, or alumnus of the Psi Chapter) at an event expressly associated with Kappa Kappa Psi (including the visible wearing of any fraternal insignia, pamphlets/fliers showing the fraternal insignia, or events discussed in Chapter meeting or over Chapter email).

C.1.1 Official Trips

For Chapter trips affiliated with Kappa Kappa Psi including, but not limited to, State Days, DLC, and Conventions, each particular travel group shall be given official start and end (departure and return) times that the event will be considered official, including all downtime from gavel-to-gavel.

C.2 Controlled Substance

A Chapter member must not be seen, heard, or smelled as being under the influence of, in possession of, or consuming a controlled substance. All events are considered to carry equal grounds for consequences.

C.2.1 Candidate Policy

If a candidate member attends an event already under the influence of, is found in possession of, or is found consuming any controlled substance, there shall be an automatic motion made to expel said member from the New-Membership Education Process (as per Section 6.2.7).

C.2.2 Alumni Policy

If an alumnus/a member attends at an event already under the influence of, is found in possession of, or is found consuming any controlled substance, said member will be asked to remove oneself from the event, and may, at the discretion of the Chapter and/or Chapter Sponsor, not be invited to future Chapter events.

C.3 Marching Band Policy

Any band trip (planned/paid for by the UCLA Bruin Marching Band) shall not be considered an official Kappa Kappa Psi trip. However, active or conditional chapter members, including those on probation, attending said trips still must abide by the stated band policy.

C.3.1 Violation of Band Policy

If an active or conditional member is found to be in violation of the stated band policy, there shall be an automatic motion made to put said member on suspension.

C.3.1.1 Automatic Motion for Probation If the motion to suspend does not pass, immediately following there shall then be an automatic motion made to put said member on probation.

C.3.2 Active Member on Probation

If an active member on probation is found to be in violation of the stated band policy, there shall be an automatic motion made to put said member on suspension.

C.3.3 Candidate Policy

If a candidate is found to be in violation of the stated band policy, there shall be an automatic motion made to expel said member from the New-Membership Education Process (as per Section 6.2.7).

C.4 Travel Policy

The Chapter Sponsor and Director of Bands must approve any travel for an official trip.

D Committee Attendance Policy

D.1 Committee Attendance Points

All active members must accumulate two (2) committee attendance points each academic quarter.

D.2 Assigned Committee Point Distribution

A member shall receive one (1) committee attendance point for attending a meeting of the committee to which said member is assigned.

D.2.1 Increased Meeting Value

The committee attendance point value of said meeting may be increased at the discretion of the committee chair within forty-eight (48) hours of that meeting.

D.3 Other Committee Point Distribution

A member may receive one (1) committee attendance point for attending a meeting of a committee other than the one they are assigned with prior approval from the chair of the committee to which said member is assigned.

D.3.1 Increased Meeting Value

The committee attendance point value of said meeting may be increased at the discretion of said member's assigned committee chair within forty-eight (48) hours of that meeting.

D.4 Modification of Point Value

The point value of any committee meeting may be modified by a simple majority vote of the Chapter.

D.5 Deadline

All active members must complete this requirement before the start of the tenth week of instruction in each academic quarter.

D.6 Failure to Meet Deadline

If any member does not fulfill the aforementioned conditions, there shall be an automatic motion made to put said member on probation.

D.7 Relaxation Policy

These requirements may be relaxed under special circumstances by a unanimous vote of the Executive Council.