

**CONSTITUTION OF THE ZETA PSI CHAPTER
TAU BETA SIGMA**

11/25/2024

Table of Contents

Article I. General

- 1- Name
- 2- Adherence to Rules and Regulations
- 3- Adoption of Constitution

Article II. Membership

- 1- General
- 2- Membership Statuses

Article III. Officers

- 1- General
- 2- Elections
- 3- Officers

Article IV. Committees

- 1- General

Article V. Chapter Operations

- 1- General
- 2- Meetings
- 3- Attendance
- 4- Discipline
- 5- Advisor

Article I. General

Section 1. Name

- 1.1 The name of this organization shall be Tau Beta Sigma National Honorary Band Sorority for College and University Band Members.
- 1.2 The University of Central Florida chapter, chartered on August 22, 1982 shall be called the Zeta Psi Chapter.

Section 2. Adherence to Rules and Regulations

- 2.1 This organization adheres to all rules and regulations governing the United States of America, the state of Florida, University of Central Florida, and the National Constitution of Tau Beta Sigma.

Section 3. Adoption of Constitution

- 3.1 Any amendments to the Constitution shall be written and presented to the chapter meetings one week prior to voting. The proposed amendment shall be adopted by two thirds (2/3) approval of the total active membership and become operative immediately unless otherwise stated.

Article II. Membership

Section 1. General

- 1.1 Membership consists of select members of the University of Central Florida bands.
- 1.2 Each member must maintain a scholastic average of at least 2.0 each semester. If a member's semester grade point average falls below a 2.0, they will be automatically placed on probation.
- 1.3 Tau Beta Sigma Sorority expressly prohibits discrimination by any component part of the sorority or by any person acting on behalf of the organizations on the basis of race, national origin, gender, religion, handicap, sexual orientation, or marital status.

Section 2. Membership Statuses

- 2.1 Chapter membership shall consist of seven (7) types: Active, Conditional, Inactive, Associate, Honorary, Alumni, and Life Membership; and shall not be recognized by the chapter until:
 - 2.1.1 All initiation fees have been paid.
 - 2.1.2 The initiation, as prescribed by the ritual, has been completed.
- 2.2 Candidacy Program
 - 2.2.1 The chapter is responsible for at least one (1) Membership Education Class per year.
 - 2.2.2 At any chapter meeting, any person may be brought up to be extended a bid prior to An Acceptance of Opportunity with a two-thirds (2/3) total active vote.
 - 2.2.3 If a membership candidate fails to meet the requirements of the chapter or Sorority, his/her candidacy may be terminated for that academic term by a two-thirds (2/3) vote of the chapter's total eligible voting membership.
 - 2.2.4 The chapter may extend the membership candidacy period by a two-thirds (2/3) vote.
- 2.3 Membership Statuses

2.3.1 All Membership statuses shall be as stated in the Chapter By-laws.

Article III. Officers

Section 1. General

- 1.1 Officers consist of an elected President, Vice President of Membership, Vice President of Special Projects, Recording Secretary, Treasurer, Parliamentarian, Historian(s), Corresponding Secretary, and Alumni Secretary.
- 1.2 The Executive Board will consist of the President, Vice President of Membership, Vice President of Special Projects, Recording Secretary, and Treasurer. The Parliamentarian will have an advisory position, which will not include voting privileges.
- 1.3 In the event an officer fails to uphold their duties, a recall may be requested by a two-thirds (2/3) vote of the active membership to reconsider their qualifications for their office.
- 1.4 A member who has been elected to an office but does not enroll in band during the course of the term of office is ineligible to continue as an officer of the chapter unless approved by the chapter, the director of bands, and the sponsor.
- 1.5 The Committee Board consists of all officers and chairs.
- 1.6 All offices shall serve without compensation.
- 1.7 Duration of offices shall last until the next official installations meeting at the end of the spring semester.
- 1.8 Officers must be active and adhere to the rules and regulations of the University of Central Florida.

Section 2. Elections

- 2.1 Nominations will be held three (3) weeks prior to the end of the spring semester. Elections will be held two (2) weeks prior to the end of the spring semester. Newly elected officers will be installed during the final week of the spring semester.
 - 2.1.1 If an office is vacated, nominations and elections may take place at one (1) meeting. Installations will take place at the next the Zeta Psi function the chapter chooses.
- 2.2 The order of elections shall be President, Vice President of Membership, Vice President of Special Projects, Recording Secretary, Treasurer, Parliamentarian, Historian(s), Corresponding Secretary, and Alumni Secretary.
- 2.3 A majority shall elect officers. In case of a tie, the President will have the deciding vote.

Section 3. Officers

- 3.1 Duties of all elected officers shall be as stated in the Chapter By-Laws.

Article IV. Committees

Section 1. General

- 1.1 Standing committees shall be Membership, Ways and Means, History and Traditions, Service, and Ritual and Regalia.
- 1.2 Traditional Chapter committees shall be Public Relations, Social, and Jurisdiction.
- 1.3 The President, when necessary will appoint special committees.
- 1.4 Any member can call for a creation of a special committee; the approval requires majority vote of the chapter.

- 1.5 Duties of the standing and traditional chapter committees shall be as stated in the Chapter By-Laws.

Article V. Chapter Operations

Section 1. General

- 1.1 The chapter shall operate under the Zeta Psi Constitution and the Zeta Psi By-Laws.

Section 2. Meetings

- 2.1 The newest edition of Robert's Rules of Order shall govern all meetings of the Sorority unless otherwise stated.
- 2.2 There shall be at least one (1) regularly called meeting per week during the fall and spring semesters.
- 2.3 There shall be at least one (1) regularly called meeting per month during the summer semester.

Section 3. Attendance

- 3.1 Meetings
 - 3.1.1 Members shall be allowed to have no more than three (3) unexcused absences from chapter meetings
 - 3.1.2 In the event that a sister cannot attend a weekly chapter meeting, s/he must inform the president and recording secretary in writing on who her/his proxy shall be.
- 3.2 Ritual and Membership Education Events
 - 3.2.1 Members shall be allowed to have no more than three (3) unexcused absences from Rituals and events associated with the membership candidacy process combined.
 - 3.2.2 Events shall include, but are not limited to:
 - a) Recruitment events; each recruitment event shall count as one (1) individual event.
 - b) An Acceptance of Opportunity
 - c) Affirmation of Integrity
 - d) Celebration of Excellence
 - e) Jay Blay Day
 - f) Pillowcase Day
 - g) Pursuit of Sisterhood/ Test of Scholarship
 - h) Black and Gold Night
- 3.3 Service Events
 - 3.3.1 Members shall be required to attend all service events.
 - 3.3.2 A service event shall be defined as any project or event the Vice President of Special Projects deems necessary; including but not limited to:
 - a) Band Camp check-in
 - b) Trailer Work sessions
 - c) Concerts
 - 3.3.3 In the event a sister cannot attend a service event, she or he must adhere to the rules outlined in the excusal policy (3.6).
- 3.4 Emergency Meetings
 - 3.4.1 Attendance at an emergency meeting is required by all members.

3.4.2 In the event that a sister cannot attend an emergency meeting, s/he must adhere to the rules outlined in the excusal policy (3.6).

3.5 Committee Meetings

3.5.1 Each sister must attend all meetings for the committee to which s/he is assigned.

3.5.2 In the event that a sister must miss a committee meeting, s/he must adhere to the rules outlined in the excusal policy (3.6). S/he must also inform the committee head that s/he will not be in attendance.

3.5.3 In addition to the assigned weekly committee meetings, each sister must attend one (1) committee to which s/he is not assigned per month.

3.5.4 In the event that a sister is unable to attend any other committee, s/he must submit an excusal note to the recording secretary by the end of that month.

3.5.5 If after committees are assigned, a sister who is unable to attend any other committee meeting may turn in a blanket excusal note for the semester.

3.6 Excusal Policy

3.6.1 Official events covered in this policy shall be service events, emergency meetings, and other voted on events not previously stated (e.g. Music rehearsals, fundraisers).

3.6.2 In order for a missed event to be considered excused, an excusal form must be turned in to the recording secretary by the beginning of the following chapter meeting.

3.6.3 Accepted excuses shall be:

- a) Illness
- b) Emergency
- c) Class Conflict
- d) Work
- e) Family engagements, which includes:
 - 1) Family visiting from out of town
 - 2) Leaving town to visit family
 - 3) Other family engagements
- f) Other musical endeavors
- g) Other UCF affiliated club events
- h) Homework
 - 1) Each sister shall have a limit of four (4) homework related excuses
 - 2) In the event that a sister utilizes all of her or his homework related excuses, s/he may appeal to exec board for further excusals
 - 3) Each sister must be specific in her or his reasoning for missing an event
- i) Other approved excuse

3.6.4 Each Active member is allowed three (3) unexcused absences total before s/he is placed on probation and two (2) for elected officers. Unexcused absences that may apply are, but are not limited to chapter meetings, ritual and membership events, and service events.

3.6.5 Members may turn in excusal notes for meetings and membership events. Notes are NOT mandatory and may be used as a fallback if the member in question would be placed on probation for her or his absences.

- 3.6.6 A member may turn in one (1) note for multiple absences if she or he will be missing multiple events for the same reason (ex: work). However, each absence will be considered individually.

Section 4. Discipline

- 4.1 For every unexcused absence past the allowed percentage or amount, the Executive Board will assign an extra service activity. Completion of the service will change the status from unexcused to excused.
 - 4.1.1 If a member of the chapter would like to appeal an excuse, they will have the option of coming before the Executive Board within two (2) Executive Board meetings after the excuse has been returned to the member.
 - 4.1.2 If a member of the chapter fails to turn in a past due note before the deadline set by the Recording Secretary, all outstanding notes will automatically become unexcused absences.
 - 4.1.3 Each active member may complete an assigned service project to dissolve one absence.
 - 4.1.4 After 3 academic weeks in the fall/spring term and 6 academic weeks in the summer term after being notified of probationary status by the Recording Secretary, if the probationary status is not resolved, the member in question may be brought up for suspension.
- 4.2 A member may be placed on probation or automatically as stated in this constitution. (Grades, unexcused absences, monetary obligations, etc.)
- 4.3 A member may be placed on or lifted from suspension, or expulsion by a three-fourths ($\frac{3}{4}$) vote of the chapter's total eligible voting membership.
- 4.4 If any sister, whether active or conditional, is found to have consumed alcoholic beverages while at any event associated with the chapter, they will be assigned a service activity, to be completed within one month of assignment, by the Executive Board.
- 4.5 The procedures of placing and maintaining disciplinary statuses shall be as stated in the Chapter By-Laws.

Section 5. Advisor

- 5.1 The advisor of the Zeta Psi Chapter is the Director of Bands in accordance with the National Constitution.
- 5.2 The advisor has supreme authority in matters pertaining to the chapter.
- 5.3 If the need arises, the Director of Bands can appoint a Chapter Sponsor.
 - 5.3.1 The sponsor is to be nominated and selected by the active chapter membership as the need arises.
 - 5.3.2 The Director of Bands shall give final approval of the Chapter Sponsor.
 - 5.3.3 The length of term is at the discretion of the Director of Bands.
 - 5.3.4 The Sponsor shall communicate with the chapter regularly.
 - 5.3.5 The Sponsor shall have no voting rights in the Chapter.
 - 5.3.6 If the Sponsor fails to meet chapter expectations and requirements they may be removed by a two-thirds ($\frac{2}{3}$) active membership vote.