

Kappa Kappa Psi

National Honorary Band Fraternity

Chapter Constitution

And By-Laws

Kappa Chapter

2023

Preamble

To the Kappa Chapter of Kappa Kappa Psi National Honorary Band Fraternity

Be it known that Kappa Kappa Psi, National Honorary Fraternity for College Bandmembers, is an organization operating exclusively in the field of the college and university bands, and for the following several purposes:

- 1. To promote the existence and welfare of the college and university bands and to cultivate at large a wholesome respect for their activities and achievements.
- 2. To honor outstanding band members through the privilege of membership extended as a reward for technical achievement and appreciation for the best in music.
- 3. To stimulate campus leadership and promulgate an uncompromising respect through the medium of the college band for gracious conduct, good taste, and unswerving loyalty.
- 4. To foster a close relationship between college bands and promote a high average of attainment by the performance of good music and selection of worthwhile projects.
- 5. To provide a pleasant and helpful social experience for all engaged in college band work and to cooperate with other musical organizations in any manner consistent with the purposes of the institutions at which chapters are located.

I. General information

- 1.101 The name of this organization shall be the Kappa chapter of Kappa Kappa Psi, National Honorary Band Fraternity for College, and University Band Members at Colorado State University.
- 1.102 Italicized text in this Constitution denotes rules and policies from higher authorities. National Fraternity policies shall be marked by a superscript "N" in the section number. University policies shall be marked by a superscript "U" in the section number.
- 1.103 The Chapter shall cooperate with Colorado State University officials to support the improvement of education in ways that do not interfere with the administration of the University. The chapter will also abide by rules set up within CSU'S FSL organization.
- 1.104 The Chapter agrees to abide by all University policies; local, state, and federal laws; and mandates by the University sponsor and Director of Bands.
- 1.105^N A regularly called meeting of the chapter shall be held at least once each month during the regular academic school year of the college or university where the chapter is located. Meetings may be held more frequently when deemed advisable by the Chapter. The exact time of the meeting shall be determined by the Chapter.
- 1.106 Any item that is not covered in this constitution is to be treated as stated in the appropriate sections of the National and Midwest District Constitutions of Kappa Kappa Psi.
- 1.107 Any item in this Constitution that is not covered or is unclear shall be left to the President to interpret, so long as their interpretation does not conflict with University policy, Sponsor policies, or the National or Midwest District Constitutions.

II. Membership

1. Chapter Membership

2.101 Any CSU Undergraduate or Graduate student who subscribes to the purpose and basic policies of Kappa Kappa Psi is eligible to become a member of the Kappa Chapter, subject only to compliance with the provisions of this constitution and the approval of the current Chapter membership.

- 2.102^u All CSU Undergraduate Students who are currently active, associate, or prospective members of the Kappa Chapter must:
 - A. Be enrolled in a minimum of twelve (12) credit hours per semester each semester of membership.
 - B. Have a minimum 2.0 cumulative grade point average.
 - C. Have and maintain a 2.0 cumulative grade point average in order to maintain active membership.
- 2.103 All CSU Graduate Students who are currently active, associate, or prospective members of the Kappa Chapter must:
 - A. Be enrolled in a minimum of nine (9) credit hours of graduate courses each semester of membership.
 - B. Achieve a minimum 3.0 cumulative grade point average during all semesters of membership.
- 2.104 Under no circumstances may an outside individual be an officer, voting member, or have any other membership status within the organization.
- 2.105 In accordance with the fraternity's requirement for all active and associate members to be members of the college or university band, a member must be enrolled in a registered band course each semester. Approved ensembles include:
 - A. Wind Symphony
 - B. Symphonic Band
 - C. Concert Band
 - D. Marching Band
 - E. Rampage Basketball Band
 - F. Any other wind/percussion ensemble as approved by the Director of Bands and the Kappa Chapter by a vote of seventy-five (75) percent.
- 2.106 Confidential information about Kappa Rappa Psi and the Kappa Chapter may only be revealed to initiated members of Kappa Kappa Psi in good standing with the Fraternity. Conditional members have privileges of confidential information. Inactive, suspended, and expelled members do not have privileges of confidential information.

2. Types of Membership

- 2.107^N Chapter membership shall consist of seven (7) types: Active, Associate, Conditional, Inactive, Alumni, Life, and Honorary. All the roles and regulations of such titles shall be regarded in the national constitution, and questions should be brought to the attention of the president and advisors.
- 2.201 An honorary member may be nominated from the floor during any regular Chapter meeting. If the Chapter chooses to extend honorary membership to an individual, the Chapter shall present the chosen individual(s) with a congratulatory letter and inform them of the details of the induction ceremony. The Chapter shall pay all fees associated with the initiation of an honorary member. Induction of honorary members may take place at any time, but it is preferable to hold induction at a

regular Chapter Ritual. At their induction, honorary members will be presented with an official Certificate of Membership.

2.202^N An initiation fee as determined by the National Chapter for each honorary member initiated by a chapter shall be paid by the Chapter Treasurer to the National Headquarters prior to the initiation and shall entitle the honorary member to the same privileges as alumni members in the Fraternity without further obligations. The National Headquarters shall provide a special membership certificate and membership card and gold recognition button. Additional jewelry for honorary members may be purchased by the chapter if deemed advisable.

3. Probation, Suspension and Expulsion

- 2.301N 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 Chapter of his/her affiliation.
- 2.302N Upon due cause, a member of the Fraternity may be placed on probation following a favorable vote on the motion of seventy-five (75) percent of the Chapter's eligible voting membership and approval by the Chapter Sponsor.
- 2.303N A member placed on probation shall be informed, in writing, 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 Sponsor. Failure to complete all obligations is just cause for either an extension of probationary term or for the initiation of suspension proceedings.
- 2.304N 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.
- 2.305N A member placed on suspension shall be informed, in writing, 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 Sponsor. Failure to complete all obligations is just cause for either an extension of suspension term or for the initiation of expulsion proceedings.
- 2.306N 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. Such expulsion must conform to the rules and regulations of the Kappa Chapter. The member will be given a hearing before the said motion is voted on. The vote will be by secret ballot, and the members will be informed of the vote totals. Having been expelled, the members shall return to the Chapter all regalia and property of the Fraternity being held, and their name shall be stricken from the Master Chapter Roster at the National Headquarters.

2.307 Once an expulsion has been completed, the expelled member shall return to the chapter all regalia, all clothing bearing letters, and all Fraternity items in their possession. The expelled member is never allowed to attend any official Fraternity meetings, events, or rituals, and does not have privilege of confidential information. If the expelled member has a little brother who is currently a membership candidate the little brother shall be assigned to a different active member; if the little brother is already an active member, then no action shall be taken. Expulsion is permanent and can under no circumstances be undone.

III. Meetings

- 3.102 A quorum for the Kappa chapter is fifty (50) percent of the total number of active and associate members, with two officers present, one of whom must be the President, Vice President Of Membership Education.
 - 3.102 In general, the order of business of all Kappa Chapter meetings shall be:
 - A. Call to Order
 - B. Roll Call
 - C. Approval of Minutes
 - D. Report of Chapter Officers and Committees
 - E. Unfinished Business
 - F. New Business
 - G. Announcements
 - H. Goods of the Order
 - I. Adjournment
 - J. Singing of Fraternity Hymn

When deemed advisable, the general order of business may be changed by the Chapter President.

IV. Chapter Government

1.General Officer Positions

4.101 Officers of the Kappa Chapter are listed here in order of rank: President, Vice President Of Membership Education, Treasurer, Secretary, Parliamentarian, Historian.

- 4.102" To be eligible to be elected to, appointed to, or hold an officer position or be a standing committee chairperson, a student:
 - A. Must complete a minimum of twelve (12) credit hours prior to taking office.
 - B. Must have a minimum 2.5 cumulative grade point average.
 - C. Must earn a minimum 2.5 grade point average for each semester while in office.
 - D. Must maintain a 2.5 cumulative grade point average during their term of office.
 - E. Must maintain full-time student status of twelve (12) credit hours during all semesters in office.
- 4.103 Officers and prospective officers of the Kappa Chapter must meet all the requirements for normal active and associate membership and be a member in good standing with the chapter.
- 4.104 Chapter members are prohibited from holding more than one Chapter officer position at a time.
- 4.105 The Offices of President, Vice President of Membership Education, Parliamentarian, shall only be filled by active or associate members of the Kappa Chapter who have been full members of the Chapter for a minimum of twelve (12) months prior to installation. This rule is absolute.
- 4.106 The offices of Secretary and Treasurer, shall generally be limited to active and associate members of the Kappa chapter who have been full members of the Chapter for a minimum of twelve (12) months prior to installation. However, an exceptionally talented younger Active may be permitted to run for one of these positions upon an approving vote of seventy-five (75) percent of the Chapter.
- 4.107^N The President shall preside at all meetings of the chapter and shall be a member ex officio of all chapter committees. The President shall co-sign all checks for monies disbursed and shall sign all contracts and other instruments of business involving the chapter. The President shall be designated as the official representative of the chapter whenever such representation shall be required and shall prepare and send all reports to the National Headquarters of the Fraternity.
 - 4.107.1 The President shall sign all checks for monies disbursed and shall sign all contracts and other instruments of business involving the Chapter.
- 4.108^N The Vice President of Membership shall, in the absence of the President, preside at meetings of the chapter and shall advance the purposes of the Fraternity as stated in the Preamble of this Constitution by promoting the work of the chapter as performed by its several officers and committees. The Vice President of Membership shall be responsible for the educating, training, and initiation of all members through the National Membership Education Program: The Road to Wisdom.
- 4.109^N The Secretary shall record the minutes of all meetings of the chapter and shall sign all contracts and other instruments of business incurred by the chapter. The Secretary shall maintain a permanent record of each member of the chapter including name, address, telephone number, chapter roster number, and instrument played. In addition, the Secretary shall be responsible for all chapter correspondence.
- 4.110^N The Treasurer shall control the receipts and disbursements of all monies of the chapter, and shall submit recommendations concerning the financial policies of the chapter as may be required.

The Treasurer shall co-sign all checks for monies disbursed and shall prepare and be responsible for keeping records of all chapter finances.

- 4.111^N The Historian shall be responsible for maintaining a written and pictorial record of the activities of the chapter and band.
- 4.112 The Parliamentarian shall be elected by the President and is responsible for advising the presiding officer in matters of proper parliamentary procedure, as well as ensuring that meetings are conducted in an orderly and efficient manner. They will also be responsible for the entrance and exit of members and nonmembers to meetings, rituals, and other official activities.
- 4.113 Offices not required by the National Constitution shall be created and eliminated as the Chapter sees fit.
- 4.114 If the Presidency becomes vacant, the Vice President of Membership Education will fill the office as an interim President. The Vice President of Membership Education, while serving as the interim President, must hold an election at the next regularly scheduled chapter meeting to elect a new President.
- 4.115 If there is a vacancy in any Officer position, Delegate position, or elected Committee Chair position, a replacement will be appointed by the President of the Chapter, upon approval from a simple majority vote of the chapter. If the chapter fails to approve the President's appointee, an election shall occur immediately to fill the vacant position.
- 4.116 The President will be limited to two (2) one-year terms in office. All other offices shall have no term limits.
- 4.117 A half-year term does not count as a full term in office; therefore, it is possible to hold the office of President for longer than two (2) years.
- 4.118 All Officers must abide by, conform to, and cooperate fully with any directives from the National Office as outlined in the Chapter Operations Handbook and the National Constitution, as well as with any University policies made known through the Colorado State University Student Organization Handbook or other relevant University documents.
- 4.119 After an election outgoing Officers are responsible for familiarizing the incoming officer with the duties and responsibilities associated with that office. The outgoing Officer must relinquish all keys, passwords, special items, and other materials associated with the office to his successor.
- 4.120 It shall be the duty of the Chapter Officers to maintain the Chapter's files (e.g., chapter accounts, ritual materials, attendance records, etc.). Any member may be granted access to said files by a simple majority vote of the Executive Council
- 4.121 The minutes shall be distributed physically or digitally to all active and associate members of the Chapter *within 72 hours*^u of the previous meeting. Unless amendments are made to the minutes, they will be accepted as read.
- 4.122 Officers starting in the office will be split between school and calendar years to ensure that there is no office that is completely turned over all at once.

- 4.122.2 School start in the fall: President, Treasure, Historian.
- 4.122.2 Calendar year start in January: Vice President of Membership Education, Secretary, Parliamentarian
- 4.123 Hierarchical order of the Officers/ Executive council:
 - i. President
 - ii. Vice President Of Membership Education
 - iii. Treasurer
 - iv. Secretary
 - v. Parliamentarian
 - vi. Historian

2. Committees

- 4.201 The Committees of the Kappa Chapter shall be divided into two categories: standing and special. Standing committees shall carry out a continuous function in Chapter business. Special committees shall be created to perform a specific duty and shall be dissolved once that duty has been completed.
- 4.202 The President is a voting member (ex officio) of all committees but does not count against limits on committee membership.
- 4.203 The following committees shall be chaired by their associated officer positions: Membership Education Committee, Service Committee, Finance & Fundraising Committee. Chair positions of all other standing committees are open to the general membership of the chapter and shall be nominated and elected at general chapter elections.
 - 4.204 All committee chairs must form committees.
 - 4.205 Chair positions of special committees will be appointed as the president sees fit.
- 4.206 All committee chairs are free to select for their committee whichever actives they deem most beneficial to the completion of their purpose.
- 4.207 Committees shall be limited to either four (4) members or fifteen (15) percent of the Chapter, whichever number is larger, in addition to the committee chair.
- 4.208 Committees must convene at least once per month unless an exception is made by the Chapter President.
- 4.209 When the Chapter dissolves a special committee, said committee must meet one last time to assemble a final report to be given to the Chapter.

- 4.210 If a committee chair or officer position responsible for a committee ever becomes vacant, whether by impeachment or resignation, the membership of that committee shall be unaffected, and those members shall serve for the duration of their original appointed term.
- 4.211 The Membership Education Committee shall be a standing committee chaired by the Vice President of Membership Education. This committee shall be responsible for designing, implementing, and maintaining the Chapter's Membership Education Program (MEP). Additionally, this committee is responsible for the management, preparation, and upkeep of the Ritual as well as any associated materials and regalia.
- 4.212 The Music Committee shall be a standing committee chaired by the Vice President of Service. This committee shall be responsible for assisting the Vice President of Service in selecting worthwhile service projects and organizing service projects that may be performed by the Chapter and/or the Membership Candidate class.
- 4.213 The Finance & Fundraising Committee shall be a standing committee chaired by the Treasurer. This committee is responsible for the maintenance of all Chapter accounts and the preparation of the budget. This committee is also responsible for planning and executing all Chapter fundraisers.
- 4.214 The Brotherhood Committee shall be a standing committee whose chair is elected from the general membership of the chapter during chapter elections. This committee shall be responsible for promoting brotherhood within the active membership of the chapter as well as for planning and executing social events for the Chapter. This committee shall be responsible for welcoming visiting Chapters of Kappa Kappa Psi and promoting good relations between visiting Chapters and the Kappa Chapter.

3. Impeachment

- 4.301 An Officer, Delegate, Representative, or Committee Chair of the Kappa Chapter may be impeached if due cause is given. Impeachment should be reserved for those who have shown a gross indifference or negligence towards the duties of their office and/or a sustained contempt or lack of respect for the Kappa Chapter and its members or ideals. It is left to the Chapter to determine if a given case meets these criteria.
- 4.302 Initiation of impeachment proceedings requires the submission of a written petition signed by at least fifteen (15) percent of the active and associate membership of the Chapter.
- 4.303 After the petition has been presented, the officer in question shall be required to leave the meeting for the duration of the discussion. At the conclusion of the chapter discussion, a vote must be held on whether to continue the impeachment proceedings or to dismiss the submitted petition.
- 4.304 If the Chapter passes the motion to proceed with the impeachment, the officer in question shall be temporarily removed from their position pending the outcome of the proceedings.

- 4.305 At the impeachment hearing any member of the Chapter may ask questions of the officer in question. There is no limit to the number of questions or the duration of the hearing.
- 4.306 After a motion to close questioning is made, the Officer in question shall be excused from the meeting. At this time the Chapter will discuss the officer in question. At the conclusion of the discussion, a vote will be held.
- 4.307 A vote of seventy-five (75) percent of the Active and Associate members of the Chapter is required to remove the officer in question from office. This vote must be conducted by secret ballot.

V. Executive Council

1. Organization

- 5.101 The membership of the Executive Council shall consist of the following Executive Offices: President, Vice President of Membership Education, Treasurer, Secretary, Parliamentarian, and Historian.
 - 5.102 The Executive Council's chief goal shall be the welfare and preservation of the Chapter.
 - 5.103 Only the President may order an Executive Council meeting.
 - 5.104 This Council shall convene for any reason deemed necessary by the President.
- 5.105 Quorum for the Executive Council is four (4) members, one of whom must be either the President, Vice President of Membership Education.
- 5.106 Votes of the Executive Council shall be decided by a simple majority. The President shall not be granted a vote. If a vote ties twice, the President shall act as tiebreaker.
- 5.107 The Executive Council shall inform the Chapter of all decisions it makes, with the exception of decisions pertaining to ongoing investigations.
- 5.108 The Executive Council shall be responsible for determining the attendance policy for each semester, along with any policies concerning amounts of fines and punishment for members who miss events.
 - 5.109 The Executive Council shall meet at least once per month during each semester.

VI. Finances

1. Dues

- 6.101 Chapter dues shall be determined at the beginning of each semester by the Treasurer and approved by the Executive Council.
- 6.102 Dues shall be firmly set and announced to the Chapter no later than the second regularly scheduled meeting of each semester.
- 6.103 Fall Semester dues are payable no later than one (1) week prior to the specified date that Chapter Personnel Reports and National dues must be postmarked by, as designated by the National Chapter.
 - 6.104 Spring semester dues are payable by the due date determined by the Executive Council.
- 6.105 Submission dates for dues are firm, however, upon receipt of a written request and majority approval of the Executive Council an active or associate member may be granted an extension to submit dues past the designated submission date.
- 6.106 Any additional fee assessment requires the approval of seventy-five (75) percent of the Chapter.
- 6.107 If an active or associate member has not made total payment or set up a payment plan for dues by the designated submission date then that member is subject to immediate automatic suspension from the Chapter with all rights of membership rescinded, as well as any other sanctions deemed necessary by the Executive Council.
- 6.108 An active or associate member who has been suspended for failure to meet a financial obligation may be reinstated immediately by submitting a written request to the Executive Council, accompanied by a check to the Chapter for any outstanding balance in their account.

2. Other Finances

- 6.201 The Kappa Chapter's fiscal year shall correspond to that of Colorado State University, beginning August 1 of each year and concluding the next succeeding July 31.
- 6.202^N Income of the Chapter shall be derived from annual dues assessed each Active and Associate member and fundraising projects conducted by the Chapter. These dues shall be determined by the Chapter and shall include an annual national membership fee as determined by the National Chapter and payable to the National Executive Director on or before September 30 of each year along with the submission of all appropriate forms.
- 6.203 Conditional members shall be required to pay annual dues equal to those paid by active and associate members.
- 6.204^{N} All monies of the Chapter shall be received by the Treasurer. All expenditures shall be signed by the Treasurer and the President.
 - 6.205 Non-budgeted purchases must be approved by a majority vote of the Chapter.

VII. Voting

1. Officer Elections

- 7.101^N The election of Chapter officers shall be held at least once per academic year. Nominations for each office shall be made from the floor of the meeting and a majority of all votes cast shall be necessary for election.
- 7.102 Election dates shall be set by the President at least two (2) weeks in advance at a Chapter meeting.
 - 7.103 Nominations shall take place at a regularly scheduled chapter meeting at least one (1) week prior to elections.
 - 7.104 All elections shall be held by secret ballot.
 - 7.105 Votes by secret ballot shall be tabulated by the President and confirmed by the Parliamentarian.
- 7.106 At the meeting on Election Day, each office will be voted on separately in order of President, Vice President of Membership Education, Treasurer, Secretary, Historian. Nominees for an office may run for that office, as well as any office below the one they were initially nominated for.
- 7.107 When it is time to elect any given office, the nominees for that office shall one at a time speak and take questions from the chapter. When all nominees have had their turn, they will all wait outside while the chapter discusses and votes. Once the Chapter has finished voting (as well as any runoff) the nominees will be called back inside, and the winner of that office shall be announced.
- 7.108 In the case of a tie in Officer elections, there will be a discussion period, followed by a second casting of votes. In the case of a second tie, the President has the power to break the tie. When there is a double tie for the Presidency, the highest-ranking nonnominated officer shall break the tie.

2. General Voting

- 7.201 Where a motion or issue requires a favorable or negative vote of the Chapter or the Executive Council, absences, excused and unexcused, shall count against the number of eligible votes cast in a body. Any percentages calculated for the purposes of that vote shall be calculated from the number of total active and associate members minus the number of absences and ineligible voting members.
- 7.202 Where a motion, vote, or issue concerns particular member(s), votes must be cast by secret ballot. All other votes may be cast by secret ballot upon the making of a motion and approval of twenty-five (25) percent of the chapter.

- 7.203 When the purpose of a vote is to choose between three (3) or more options, and no option receives a majority of the votes, a run-off shall be held between the two options receiving the highest number of votes.
- 7.204 During discussion of particular member(s), said member(s) shall be temporarily excused from the room for the duration of the discussion.
- 7.205 If an eligible member anticipates an absence from a meeting, he or she can delegate a proxy by submitting the name of his proxy to the Secretary prior to the start of the meeting. If a member must leave a meeting early, the said member may designate his proxy at that time.
- 7.206 If a Chapter vote ties, then discussion shall continue. If the second vote ties, then the presiding officer shall act as tiebreaker.
- 7.207 The President shall remain impartial and never be granted a vote. If the presiding officer in a Chapter meeting is someone other than the President, then he also must remain impartial and shall not be granted a vote for the duration of time that he is the presiding officer.
- 7.208 If the presiding officer feels that he cannot remain impartial on an issue, then he may appoint a designee to preside over the discussion in his place, provided his designee has not expressed an opinion on the issue at hand. This designer may not vote and shall act as tiebreaker if the vote ties twice.
- 7.209 In matters of prospective membership, the Vice President of Membership Education shall remain impartial and not be granted a vote.
- 7.210 All votes, unless otherwise specified in this Chapter Constitution or the National Constitution shall be decided by a simple majority of at least fifty (50) percent plus one.
- 7.211 For any vote, the percentage required for passage may be changed to seventy-five (75) percent, with the approval of twenty-five (25) percent of the chapter.
- 7.212 When calculating the percentage of votes needed for a vote to pass, decimal points shall always be rounded up.

3. Constitution

- 7.301 This constitution may be amended at any regular meeting of the Chapter by a seventy-five (75) percent vote of the Chapter.
- 7.302 The Executive Council shall have the authority to correct any inconsistencies, clarify Chapter policies, or add any new Fraternity, University, or Sponsor policies to an appropriate section in this Constitution without Chapter approval. Such additions shall be denoted by italicized lettering.

VIII. Attendance

- 8.101 At the beginning of each semester, and before the second chapter meeting, the Executive Council will set an attendance policy based on the number of events and activities that are anticipated for the given semester. The policy set by the Executive Council must be in writing and approved by a majority vote of the Chapter.
- 8.102 If a member is going to miss service obligations, activities, and/or meetings for a reason they see as suitable, they must submit an excuse to any officer 48 hours before the meeting and then a written excuse to the secretary before the next meeting. The excuse must be submitted no later than one (1) week after the absence. Failure to submit an excuse within one week shall result in an automatic unexcused absence.
- 8.103 If a member is going to be tardy for service obligations, activities, and/or meetings for a reason they see as suitable, they must let any officer of this at least a half an hour before the meeting and then provide some sort of excuse.
 - 8.104 All excuses shall be voted on by the Executive Council by majority vote. Exclude family stuff.
- 8.105 When a member is in danger of violating the attendance policy, the Secretary must notify said member in writing. If the member continues to violate the attendance policy, they shall be called to appear before the Executive Council. After meeting with the Executive Council, the member in question shall state his or her case to the Chapter. The Chapter must approve a specified time period in which to make restitution and determine the obligations to be fulfilled within that time period. If the member in question refuses to appear before the Executive Council or Chapter, the Executive Council may place that member on automatic probation period with simple majority vote of the members of the Executive Council.
- 8.106 Excused absences may not exceed half of the meetings in the semester unless the member has submitted a permanent excuse at the beginning of the semester, accompanied by documentation, which has been approved by the Chapter. Documentation may include a written note from an employer or a professor, a copy of a class or work schedule, or a time sheet. Absences from other service obligations, activities, and/or other meetings require a separate excuse.
 - 8.107 Two (2) unexcused tardies shall count as one (1) unexcused absence.
- 8.108 For any Chapter event to be considered mandatory and finable, it must be announced as such at least Twenty-Eight (28) days in advance.
- 8.109 The amounts of all fines shall be determined by the Executive Council at the beginning of each semester.