

**CONSTITUTION  
for the  
DELTA DELTA CHAPTER  
of  
TAU BETA SIGMA  
at the University of Massachusetts Amherst**

**PART I-GENERAL**

**1. Chapter Name**

1.101 The name of the sorority shall be the DELTA DELTA Chapter of TAU BETA SIGMA, National Honorary Band Sorority at the University of Massachusetts

**2. Rules of Order**

1.201 Robert's Rules of Order, Newly Revised, unless specifically stated in this Constitution, shall govern procedures of the Chapter when assembled at meetings.

**3. Constitution Adoption**

1.301 This Constitution shall be presented to the Chapter for ratification on March 27, 2006.

1.302 This Constitution shall become operative immediately after ratification by the Chapter and approval of the Chapter sponsor have been acquired.

1.303 This Constitution shall be reviewed in the fall of all odd years. It will be submitted to the National Office along with the Chapter Summary Report in accordance with the National Constitution.

**4. Constitutional Amendments**

1.401 Proposed amendments(s) to the Constitution shall be presented in writing at a regularly called meeting of the Committee on Constitution. A discussion concerning the proposed amendment(s) shall occur at this time.

1.402 The Committee on Constitution shall vote on the proposed amendment(s) at that meeting. If more time is needed to fully review the proposed amendment(s), the vote will be taken at the next regularly scheduled meeting of the Committee on Constitution after proposed amendment(s) has been reviewed. If 2/3 of the votes cast by the Committee are favorable, the proposed amendment(s) is introduced at the next regularly called meeting of the Chapter.

1.403 The proposed amendment(s) is presented in writing at this meeting of the Chapter. Discussion concerning the proposed amendment(s) shall occur at this time. It will be tabled until the next regularly called meeting of the Chapter. Review and approval of the proposed amendment(s) must be acquired from the Chapter Sponsor prior to the Chapter vote.

**5. Constitutional Authority**

1.501 This Constitution of the DELTA DELTA Chapter shall in no way conflict with or receive priority over the National Constitution or the Northeast District Constitution of the TAU BETA SIGMA Sorority.

## **6. General**

1.601 All projects, fundraising campaigns, etc. must be approved by the faculty advisor. When such projects directly involve any university musical organization or its own non-fraternal members, approval must also be obtained from the appropriate director.

1.602 No written document shall be distributed to non-fraternal members of a University band without prior consent of the appropriate director.

1.603 The Delta Delta chapter of Tau Beta Sigma recognizes the Epsilon Nu chapter of Kappa Kappa Psi as an equally affiliated organization with a similar purpose, function, and role in the university band setting.

## **PART II-CHAPTER OPERATIONS**

### **1. Officers**

2.101 The officers of the Chapter shall be: President, Vice President of Membership, Vice President of Service, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Parliamentarian, and Assistant Vice President of Membership.

2.102 Officers will be active members of the Chapter at the time of their election. A member who has been elected to an office but does not enroll in the band in the course of the term office is ineligible to continue as an officer of that Chapter. In the event an officer cannot enroll in band due to a class schedule that requires certain subjects for graduation, the person elected can continue as an officer for that semester provided that the chapter members so desire; the Chapter Sponsor and Faculty Advisor must approve this action. In the event the officer does not enroll in band the following semester, the individual is automatically dropped as an officer. All requests for a waiver must be in writing.

2.103 The process for nominating and electing new officers shall be as follows:

- a. Regular elections shall begin with nominations at the third to last set of meetings during the semester and all subsequent meetings. In the spring semester all offices will have elections. In the fall, elections will be held for Assistant Vice President of Membership and any offices that will be vacated in the spring.
- b. At the last set of meetings, candidates will give a two-minute speech followed by a three-minute question and answer session from the floor.
- c. Before the final set of meetings, sisters are encouraged to speak with candidates about their platform and goals for the office they are running for.
- d. At the final set of meetings elections will be held in new business.
- e. If an officer leaves their position at a time other than the end of a semester one set of nominations will be held before elections.

2.104 All officers shall serve a term of one year, beginning at the time of installation and ending at the next general installation. The exception to this shall be the Assistant Vice President of Membership who shall serve a term of one academic semester.

2.105 The officers shall not, when speaking as the representative of the chapter, present their own views on chapter issues, but rather present the views that reflect the majority opinion of the chapter membership.

2.106 Each officer, except the President, shall have one vote at all meetings of the chapter. The President shall only vote when the vote is by secret ballot, or when her/his vote will affect the result.

2.107 The Chapter President shall oversee all chapter and joint activities. The President is the main link between the Sorority, the Chapter Sponsor, Faculty Advisor, the local chapter of Epsilon Nu Kappa Kappa Psi, and the Band Staff, and must make every effort possible to be available, receptive, and informed about all possible areas of service to the University bands. The President shall keep a complete file of all Chapter minutes (to be supplied by the Recording Secretary). The President is required by Nationals to sign all checks for the disbursement of Chapter moneys and is responsible for seeing that proper forms are filled out to transfer such powers of disbursement to her successor. The President shall be responsible for obtaining signature power for rooms in the Campus Center and Student Union complexes. The President is responsible for sending to National Headquarters the Chapter Personnel Report with Chapter Dues by September 30, the Fall Activity Report by December 1, and the Chapter Summary Report by June 1 with the appropriate signatures. A copy of each must be sent to the Northeast District Council and one copy must be retained for chapter records.

2.108 The Chapter Vice President of Membership shall, in the absence of the President, act as President. The Vice President of Membership is responsible for the selection, training, and initiation of membership candidates and shall act as the chairperson of the Committee on Membership. The Vice President of Membership shall be the chair of the recommendation panel, which interviews prospective membership candidates. The Vice President of Membership shall, with the aid of the Executive board, organize 2-3 informational social/service events at the beginning of each semester, which will be open to all University of Massachusetts Amherst band members. These activities shall take place during the first three weeks of each semester, and shall end with the semi-annual Informational Tea. The Vice President of Membership is responsible for keeping an attendance record of all meetings and functions where attendance is mandatory. The Vice President of Membership shall be in charge of the preparation of all rituals. The Vice President of Membership has the final say in both little Sister and little Brother choosing. The Vice President of Membership shall, along with the Social Chair, determine and move all major dates for the semester by the second set of meetings. The Vice President of Membership shall serve on the Committee on Social.

2.109 The Chapter Vice President of Service shall be the chair of the Committee on Service. The Vice President of Service shall be in charge of all Chapter Service activities. The Vice President of Service shall assist the Committee on Service in holding at least one service project per month for the benefit of the Department of Music during the academic year. The Vice President of Service shall be the co-chair of the Joint Service Committee.

2.110 The Chapter Recording Secretary shall provide the President, Chapter Sponsor, and Faculty Advisor with copies of all minutes of the chapter meetings. The Recording Secretary shall be responsible for sending a copy of the minutes to the Website Chair to be posted on the Chapter's web page as soon as possible.

2.111 The Chapter Corresponding Secretary shall be responsible for maintaining contact with Alumni, Associate, Conditional, Honorary, and Life members, also with the District Officers, the District Counselor, and other chapters concerning dates and places of major Chapter events. Letters shall be submitted to the chapter before being sent out. The Corresponding Secretary shall be in charge of inviting Honorary members to First, Second and Third Degrees. The Corresponding Secretary shall update the alumni-mailing file. The Corresponding Secretary shall be responsible for submitting all articles to the Podium and Northeast Notes. The Corresponding Secretary shall be in charge of organizing and distributing the chapter newsletter, Delta Delta Delivers. The Corresponding Secretary shall keep a file of all correspondence. The Corresponding Secretary shall send a mailing with important dates for the semester to alumni, honorary members, and chapters in the Northeast District

by the 3rd set of meetings. The Corresponding Secretary shall serve as the chair of the Correspondence Committee.

2.112 The Chapter Treasurer shall have control of all chapter monies and it will be the Treasurer's responsibility to see that all fees are collected and paid when due. The Treasurer shall also be responsible for keeping track of the Emergency Fund and the National Convention Travel Fund. The Treasurer shall be responsible for creating a chapter officer budget. This budget shall be presented to the sisterhood at the first set of meetings each semester and be accepted by a majority vote. The Treasurer is required to sign all checks for all disbursements of Chapter monies and is responsible for seeing that proper forms are filled out for her successor. The Treasurer shall be the chair of the Committee on Fundraising and shall be in charge of all Chapter Fundraising activities. The Treasurer shall be responsible for the ordering and distribution of Chapter shirts and jewelry.

2.113 The Chapter Historian shall be the Chapter Photographer and the chair of the Committee on History. The Historian shall be the co-chair of the Joint Committee on Display. The Historian shall be in charge of maintaining the Chapter scrapbook. The Historian shall be responsible for updating and maintaining the scroll.

2.114 The Chapter Parliamentarian shall be the chair of the Committee on Constitution, and shall also serve as the co-chair of the Joint Committee on Constitution. The Parliamentarian shall be charged with assisting the President with parliamentary procedures during all Chapter meetings. The Parliamentarian shall be charged with the task of reviewing the Chapter Constitution and recommending any amendments that may be appropriate to the Chapter. The Parliamentarian shall be charged with supplying chapter members with the following constitutions: Northeast District Constitution, National Constitution, Joint Constitution, and Chapter Constitution.

2.115 The Assistant Vice President of Membership shall assist the Vice President of Membership in all matters pertaining to membership candidacy. The Assistant Vice President of Membership shall be a member of the Committee of Membership and shall assist in all membership candidate meetings and activities. The Assistant Vice President of Membership will also act as a mentor to membership candidates by spending time with them and helping them study the required information. The Assistant Vice President of Membership will be a member of the Committee on Social Activities and assist the Social Chair with the planning of all activities.

2.116 Each officer shall be responsible for maintaining a notebook with instructions and suggestions on his/her respective office. Notebooks shall be passed on to new officers at the time of their installation.

2.117 All Past Presidents, while still ~~students at the University of Massachusetts shall be~~, shall be members ex-officio, of all Chapter committees, and may be called upon at any time for advice or opinions on Chapter matters. In addition, the sister leaving the office of President shall aid the newly installed President in preparing the annual Chapter Summary Report by May 31st of that year.

2.118 The Executive Board shall consist of the President, Vice President of Membership, Vice President of Service, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Parliamentarian, and the Assistant Vice President of Membership. They shall meet between scheduled Chapter meetings when called by the President. With simple majority of the officers, the Executive Board is permitted to call an emergency meeting of the Chapter.

## **2. Eligibility**

2.201 Candidates for the office of President, Vice President of Membership, Vice President of Service, or Parliamentarian shall have been Active members of the Delta Delta Chapter for at least two

consecutive semesters, which shall include the semester immediately prior to the semester in which they are nominated.

2.202 Candidates for the office of Recording Secretary, Corresponding Secretary, Treasurer, or Historian shall have been Active members of the Delta Delta Chapter for at least one semester.

2.203 Candidates must be Active for the entire semester in which they are nominated and remain Active throughout the entire term

### **3. Meetings**

2.301 A regular meeting of the chapter shall be held at least twice each month during the regular academic year.

2.302 Meetings may be held more frequently as deemed necessary by the officers of the chapter.

2.303 Twenty-four hours notice shall be given prior to the date of all emergency meetings. If twenty-four hour notice is not possible, then attendance at the emergency meeting shall not be considered mandatory.

2.304 A quorum shall consist of one more than one-half of the Active membership, including at least five Chapter officers.

2.305 Executive Board meetings shall be held twice a month during the academic year.

2.306 Meetings shall use the following agenda:

1. Opening
2. Officer and Committee Reports
3. Urgent Business
4. Old Business
5. New Business
6. Announcements
7. Closed Business
8. Adjournment

Business will consist of motions, straw polls, and committee affairs only.-New Business will follow the following order: Treasurer, Vice President of Service, Vice President of Membership, Corresponding Secretary, Historian, Parliamentarian, Assistant Vice President of Membership, then any other sisters.

2.307 Each member shall be limited to speaking twice on the same subject, with the exception of the person making the motion.

2.308 Discussion of items already addressed during announced committee meetings shall be limited to fifteen minutes.

2.309 All Active members shall attend all regularly scheduled meetings, all special meetings, and all meetings of committees on which the member is serving.

2.310 Meetings shall be announced at least 48 hours in advance either at regular meetings or via e-mail.

2.311 Joint meetings shall be held with the Epsilon Nu chapter of Kappa Kappa Psi at least twice monthly.

#### **4. Membership**

2.401 Chapter membership shall consist of seven types – Active, Conditional, Inactive, Associate, Honorary, Alumni, and Life – and shall not be recognized by the Chapter until all initiation fees have been paid, and the initiation, as prescribed by the ritual, has been completed. For additional membership requirements, refer to sections 6.601-6.608 and 6.616 of the National Constitution.

2.402 Active members of the Sorority shall be enrolled in the University and in at least one University band during each semester of the academic year. They shall have been formally initiated after completion of their membership candidacy. All annual fees must be paid up to date. At the discretion of the local Chapter and the Faculty Advisor, individuals who only qualify for conditional status may be retained as active members for a period not to exceed one year.

2.403 If arrangements are not made for the payment of all Chapter fees the sister in question will become Inactive until payment or an arrangement for payment is made.

2.404 If a member who held Conditional status for the fall semester wishes to return to active status for the spring semester, the member must pay the difference between Conditional and Active membership dues in order to return to active status in the sorority.

2.405 Further requirements shall be found in the National Constitution of Tau Beta Sigma.

2.406 Refer to Section 6.604 of the National Constitution

2.407 If a member whose academic schedule conflicts with active enrollment in band wishes to participate in meetings and other functions as an Active member, permission must be secured, in writing, from the Chapter Sponsor. Approval of the Membership Committee and a  $\frac{3}{4}$  favorable vote of all active members must also be secured. The National President, and the Director must approve any exceptions.

2.408 Upon due cause, a member of the Sorority may be subject to disciplinary action for a time determined by the Chapter upon the required vote of the Executive Board or of the Chapter's total Active membership, as stated by the National Constitution. Disciplinary actions shall consist of Probation, Suspension, and Expulsion, to be imposed at the discretion of the Chapter and Chapter Sponsor.

2.409 Refer to sections 6.618-6.620 of the National Constitution.

2.410 Any sister who wishes to return to Active status in the Sorority must first give the Vice President of Membership a letter stating his/her intentions. The sister shall then come before the Membership Committee explaining the letter and answering any questions the committee may have. Additionally, the committee will use this meeting to inform the sister of any changes since he/she left active status.

2.411 If any sister transfers from another institution, they may request Active status from the Delta Delta chapter. Upon receiving permission for Active status, the following agenda should be adhered to:

- a. First Semester: Attend all membership candidate meetings and all actives; however, ineligible to take a little Sister or Brother.
- b. Second Semester: Will be placed on the list for little Brothers, at the end of the class with the same number of active semesters at the Delta Delta chapter.
- c. Third Semester: Will be placed on the list for little Sisters at the end of the class with the same number of active semesters at the Delta Delta chapter.

## 5. Committees

2.501 The standing committees of this Chapter shall be:

- a. Committee on Constitution
- b. Committee on Fundraising
- c. Committee on History
- d. Committee on Membership
- e. Committee on Receptions
- f. Committee on Service
- g. Committee on Social Activities
- h. Committee on Ritual and Regalia
- i. Committee on Correspondence
- j. Committee on Sunshine
- k. Committee on Website

2.502 Special committees shall be formed as the need for them arises. The President shall create all special committees.

2.503 The members of all committees shall be approved by the Chapter President.

2.504 Members of standing committees shall serve for one full semester. Members of special committees shall serve until relieved by the President.

2.505 Those sisters who wish to chair any of the Committees on Receptions, Social Activities, Ritual and Regalia, Sunshine, Website, or a special committee shall provide a letter to the president stating this wish. The letter will be given to the president on a date established by her/him.

2.506 The chairs of the Committees on Receptions, Social Activities, Ritual and Regalia, Sunshine, Website, and special committees will be determined by the Executive Board with the final decision being made by the president.

2.507 The term of office for chairs of the Committees on Receptions, Social Activities, Ritual and Regalia, Sunshine, Website shall be one semester. Should a sister wish to continue as chair for more than one semester, she/he will be required to submit a letter to the president each semester under the guidelines of 2.506 of the Chapter Constitution.

2.508 Committee chairs shall state a rough agenda when announcing their meeting time.

2.509 The Committee on Constitution shall be charged with the task of reviewing the Chapter Constitution and recommending any amendments that may be appropriate.

2.510 The Committee on Fundraising shall be charged with the task of researching the means by which the Chapter can remain financially secure, and report the results of the research to the Chapter membership. This committee shall oversee the execution of all fundraising events.

2.511 The Committee on History will make a scrapbook for each academic year, containing a record (written and pictorial) of Chapter activities. This committee will maintain a current bulletin board throughout the school year. This committee will update and maintain the scroll.

2.512 The Committee on Membership shall be charged with selecting, training, and initiating Membership Candidates. This committee shall consist of the Vice President of Membership, Assistant Vice President of Membership, and one member of each membership candidate class currently represented in the Sorority, excluding the Assistant Vice President of Membership's candidate class. This committee shall inform the freshman, transfers, and upper class band members about opportunities for service and meaningful social experience offered by Tau Beta Sigma.

2.513 The Committee on Receptions shall be responsible for the planning and the organization of the receptions for the Wind Ensemble, Symphony Band, Concert Band, jazz bands, and any other deemed necessary by the chapter. This committee is responsible for setting up, cleaning up, and staffing each reception.

2.514 The Committee on Service shall be responsible for planning all service projects and activities. This committee is responsible for presenting suggestions of service functions to the chapter. This committee shall work very closely with the Directors of Bands; and the Band Staff:

2.515 The Committee on Social shall be responsible for the planning and organization of all social activities that involve membership candidates. These activities should be geared towards the educational and bonding experiences that occur during the membership education program. The Chair of the Social Committee will be a sister who has been an Active member for at least one semester. The Social Chair shall be the co-chair of the joint committee on Joint Activities. She/he will also present reports at chapter meetings and organize and schedule all non-membership related social activities.

2.516 The Vice President of Membership shall organize and schedule all Rituals and activities that are part of the Membership Education Program.

2.517 The Chair of the Committee on Ritual and Regalia shall be responsible for the maintenance of arrangement for storage of all ritual materials. The Chair of the Committee on Ritual and Regalia shall assist the Vice President of Membership in the preparation of all rituals. The Chair shall arrange all mandatory rehearsals for ritual.

2.518 The Committee on Correspondence shall be responsible for collecting and editing articles for the semester newsletter. The committee will also be responsible for mailing the newsletter to all chapters and officers of the Northeast District and chapter alumni, life members, and honorary members.

## **6. Delegates and Proxies**

2.601 The Chapter shall officially be represented at conventions by a delegate, an alternate delegate, and a second alternate delegate.

2.602 Refer to section 6.701-6.706 of the National Constitution.

2.603 All delegates shall be elected by the chapter and shall serve as described in the National Constitution of Tau Beta Sigma.

## **7. Membership Candidacy Requirements**

- 2.701 The Membership Education Program shall be up to 10 weeks in length.
- 2.702 The Membership Candidates must complete one service project for the bands and one service project for the Chapter.
- 2.703 The Membership Candidates shall be members of the Committee on Receptions.
- 2.704 The Membership Candidates must complete a permanent remembrance, to be presented to the Chapter upon initiation.
- 2.705 Membership Candidate meetings shall occur on a regular basis.
- 2.706 All Membership Candidates' initiation fees must be paid before initiation.
- 2.707 Membership Candidates shall attend all Chapter meetings.
- 2.708 Membership Candidates shall elect a President to preside at Membership Candidate meetings.
- 2.709 The Membership Candidate will turn in her pin at initiation, unless it is purchased by her big sister.
- 2.710 Membership Candidates must have a minimum GPA of 2.5. Should a Membership Candidates academic performance be affected by a learning disability then the chapter will make decisions on a case-by-case basis.
- 2.711 All Membership Candidates are at the discretion of the Sisterhood's requirements.

## **8. Big Sister**

- 2.801 Each membership candidate shall have a Big Sister to help guide him or her through the Membership Education Program.
- 2.802 A Big Sister shall be an Active member of the Sorority and, if possible, a member of the same band as the little sister.
- 2.803 Any sister wishing to be a Big Sister must either pay their dues for the academic year in full or at least have made the first installment.
- 2.804 Any person wishing to be a Big Sister for a Membership Candidate must have been an Active member of the Delta Delta Chapter for at least one semester. The process for Big Sister Choosing shall be as follows:
  - a. Any sister wishing to take a little sister will have two days from the time of first vote to present her preferences in writing to the VPM.
  - b. The preference will include the name(s) of the candidate(s) she wishes to have as a Little Sister, and why she wants her first choice. Also to be stated is why she is capable of being a Big Sister, including available time, sisterhood knowledge, and ability to pay for end of semester activities should the candidate complete initiation.

- c. "Senior Privilege" may be claimed by any sister in her senior year to put her higher in priority when choosing littles. Any sister may only claim Senior Privilege once in her senior year, where senior year is defined as the last year as an undergraduate. If it is used in choosing a Little Sister, it cannot be used in choosing a Little Brother from Epsilon Nu chapter of Kappa Kappa Psi, and vice versa. The VPM will keep track of who has and has not used her Senior Privilege.
- d. The President, Vice President of Membership, and the Assistant Vice President of Membership will comprise the committee to review the preferences and make the Big/Little assignments.
- e. Those Sisters who were not in Active status the previous two semesters, all seniors included, will not be able to take a little Sister in the first semester back in Active status.
- f. Sisters who have not been Active during one ~~MEP~~ **Membership Education Packet** semester are ineligible to be a big sister to a little sister.
- g. Any Sister who has serious concerns about the assignment of little Sisters may present a motion to reconsider to the VPM within 24 hours of the assignments.

2.805 Big Sisters shall report the progress of the Membership Candidates to the Chapter.

2.806 Any person wishing to be a Big Sister for an Epsilon Nu chapter of Kappa Kappa Psi prospective member must be an Active member of the Delta Delta Chapter of Tau Beta Sigma. For selection procedure, refer to 2.804 a-d of the Chapter Constitution.

2.807 The Vice President of Membership has the final say in both little Sister and little Brother choosing.

## 9. Active Membership Requirements

2.901 Each Sister has to **complete ~~do~~ + one** small service project per semester deemed appropriate by the Service Committee. Incomplete projects will result in one unexcused absence.

2.902 Each Sister has to **do attend + one** reception per academic year. If more than one reception is attended it will count as a small service project. In the absence of a membership class, each reception shall have a minimum of three Sisters assigned to attend.

2.903 At the beginning of each semester, the Membership committee will make up quizzes to be administered to the sisterhood by the VPM throughout the semester, in conjunction with the weekly information requirement of the Membership Candidates. The quizzes will be graded by the membership Committee, and a score of 80% is considered passing.

2.904 Any Sister who receives less than 80% on a make up or less than an 80% average for the semester will need to appear before the membership committee. The committee will then make a recommendation to the chapter regarding disciplinary action.

2.905 Each Sister must maintain a 2.5 overall GPA for Active membership in the Sorority.

2.906 If a Sister should receive a cumulative GPA between a 2.0 and a 2.5 they will go on academic probation. Sisters on academic probation may not hold an office or chair nor have a little sister or brother. Sisters on academic probation must periodically meet with the Vice President of Membership to discuss their grades of that semester. Should a Sister's cumulative GPA return above a 2.5 the next semester, then they will no longer be on probation. Should a Sister not be able to raise their GPA above a 2.5 they may not hold Active status in the chapter. Should a Sister's academics performance be affected by a learning disability then the chapter will make decisions on a case-by-case basis. A sister may only be on academic probation for one semester during their tenure at the university without further discipline from the Membership Committee.

## **10. Excuses**

2.1001 If it is not possible to attend a Chapter meeting, Degree, or Vote, the member shall submit a written excuse to the Vice President of Membership. If it is not possible to attend any other meeting or event, the member shall submit a written excuse to the person in charge. These excuses shall be given at least 24 hours in advance.

2.1002 If two or more members of the Executive Board feel the excuse is inadequate or if no excuse is filed, the following actions may be taken:

- a. On the first offense, the President may impose a warning
- b. On the second offense, the Committee on Membership may review and vote by a simple majority on whether the excuse is adequate.
- c. If the member wishes to contest the decision, she/he may submit a request to bring it before the chapter for voting.

2.1003 Absences caused by the following shall be considered excused: class conflict, illness, family obligations, music event or campus participation in a music event off-campus, and previously scheduled meetings or functions.

2.1004 Each sister shall be allowed three "personal excuses" per semester. This "personal excuse" must be given in writing to the proper person in charge, stating that it is a "personal excuse", and given at least 24 hours in advance. Sisters may not use their personal excuse for a vote, degree, or chapter meeting.

2.1005 Absences from committee meetings shall count as half an unexcused. Absences from other meetings and activities count as one unexcused absence. Absences from degree or Vote count as two unexcused absences.

2.1006 A Sister can do one extra small service project for the purpose of deleting one unexcused absence (this can only be done once-

2.1007 If a Sister has more than two unexcused absences by the end of the semester, one absence will carry over to the next semester, and he/she will have to do one extra small service project.

2.1008 If any officer or committee chair does not submit an attendance list from their respective committee meetings to the Vice President of Membership by the set of meetings immediately following the activity, that person shall receive half an unexcused absence.

2.1009 Each sister is obligated to remain at any function or meeting they attend, barring any sudden illness or emergency. If a sister should know that they could only attend part of a function or meeting, they must notify the Vice President of Membership prior to the event.

2.1010 If after completing an additional small service project, a sister still has one or more unexcused absences, she/he may be brought before the Committee on Membership for disciplinary action.

### **Part III – Finance**

#### **1. Emergency Fund**

3.101 The Emergency Fund shall consist of 10% of profits raised from all fundraising activities.

3.102 The Emergency Fund shall not exceed \$250; should the Emergency Fund exceed \$250, the excess money will then go into the National Convention Travel Fund.

3.103 The Emergency Fund shall be used for emergencies approved by the Executive Board or the Chapter Assembly.

#### **2. Scholarship Fund**

3.201 The Scholarship fund will consist of 10% of profits raised:

3.202 The Sisterhood will sponsor one scholarship fundraiser per semester.

#### **3. National Convention Travel Fund**

3.301 The National Convention Fund shall consist of 5% of profits raised from all fundraising activities plus any overflow from the Emergency Fund.

3.302 The National Convention Fund shall be divided equally, not exceeding the cost of the registration fee for National Convention, among those Sisters attending National Convention.

3.303 Should there be any extra money in the National Convention Fund, Sisters may submit travel expense receipts in order to be reimbursed. The Executive Board will approve reimbursements. A Sister may appeal a rejected reimbursement to the Chapter if she disagrees with the decision.

#### **4. Membership Fees**

3.401 All Active and Conditional Members shall pay National Dues as prescribed by the National Constitution 6.304

3.402 Active Members shall also pay Chapter Dues determined by the Chapter.