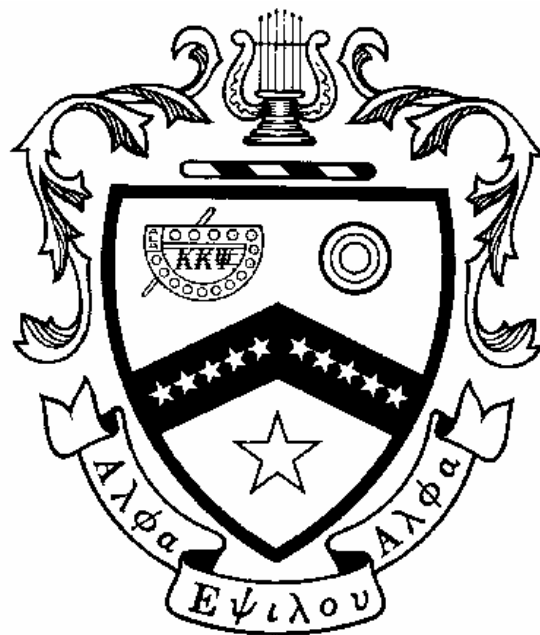


# THE CONSTITUTION OF THE OMICRON CHAPTER OF KAPPA KAPPA PSI



Adopted April 17, 2004  
West Virginia University  
Tesla Hartsog - Parliamentarian

## PREAMBLE

Be it known that Kappa Kappa Psi, National Honorary Fraternity for College Bandmembers, is an organization operating exclusively in the field of the college or 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 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 through 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 institution at which chapters are located.

### 1. General

1.01 The name of this organization shall be Omicron Chapter of Kappa Kappa Psi at West Virginia University.

1.02 This document establishes and prescribes the authorized regulations pertaining to the functions and the operations of the Omicron Chapter of Kappa Kappa Psi.

1.03 The Omicron Chapter shall have jurisdiction over all members at West Virginia University.

1.04 The most recent edition of Robert's Rules of Order, unless otherwise specifically stated in this constitution, shall govern the deliberations of all component parts of the Omicron Chapter assembled in meeting.

1.05 The Chapter Constitution shall be amended or rewritten at least every two years. It shall also be done after the revised National Constitution is received.

### 2. Constitution Adoption

2.01 This Constitution was officially adopted at the special session held on March 10, 2002. After adoption, it becomes effective subject to approval by the Omicron Sponsor(s).

2.02 Any and all previous Constitutions of the Omicron Chapter, together with any and all amendments here to, shall become void and are superseded by this constitution.

2.03 The effect of this Constitution upon the Omicron Chapter may be altered to conform to West Virginia University Policy, the Northeast District Constitution of Kappa Kappa Psi, and/or the National Constitution of Kappa Kappa Psi.

2.04 The organization of the Omicron Chapter of Kappa Kappa Psi will adhere to this Constitution and to the West Virginia University Code of Student Rights and Responsibilities.

2.05 This Constitution is superseded by the Northeast District Constitution of Kappa Kappa Psi and the National Constitution of Kappa Kappa Psi.

### 3. Constitutional Amendments

3.01 Proposed amendments to this Constitution shall be presented in writing at any regularly called meeting and shall be referred at once to the Executive Council and the Committee on Jurisdiction. Both committees shall report back to the Chapter within one week. If three-fourths of the votes cast by active members are favorable, the proposed amendment shall be declared adopted. Upon and after such adoption, it shall become operative and effective.

3.02 If the favorable vote on a proposed amendment is less than three-fourths, yet there is a majority vote, the proposed amendment shall be tabled until the next regularly scheduled meeting of the Omicron Chapter. During the interim between meetings, it shall be published in the minutes of the meeting at which it was proposed under the caption: "Proposed Amendment to the Constitution."

### 4. By-Laws

4.01 Any act of business passed by the members of the Omicron Chapter by simple majority or greater shall be considered a by-law.

4.02 A by-law shall be effective until amended or repealed. A by-law shall be amended or repealed by a simple majority, which supersedes it.

### 5. Alumni

5.01 The Omicron Chapter of Kappa Kappa Psi recognizes the National Alumni Association and all nationally recognized affiliates as organizations that continue to serve and promote the ideals of Kappa Kappa Psi.

### 6. Clarification

6.01 All references to gender apply to both sexes.

6.02 The Omicron Chapter of Kappa Kappa Psi prohibits discrimination or denial of membership on the basis of race, sex, age, handicap, veteran status, religion, sexual orientation, color, national origin, marital status, or political affiliation. Rather, it is the policy of this Fraternity to foster a spirit of mutual understanding and respect among the people involved with college and university band programs, since music is the universal language.

6.03 The voting membership of this organization shall be limited to organization members who are Active and/or Associate members who are West Virginia University students.

## 7. The Executive Council

7.01 The governing body of the Omicron Chapter of Kappa Kappa Psi shall be composed of the President, Vice President of Membership, Vice President of Service, Secretary, Treasurer, Parliamentarian, Historian, Alumni Secretary, and Scholarship Chairperson. They shall be named the Executive Council of the Omicron Chapter of Kappa Kappa Psi. Any additional officers shall not sit on the Executive Council.

7.02 The President shall have the power to order a stay of execution until the proposed action can be reviewed by the Executive Council.

## 8. Officers

8.01 The officers of the Omicron Chapter shall be: President, Vice President of Membership, Vice President of Service, Secretary, Treasurer, Parliamentarian, Historian, Alumni Secretary, and Scholarship Chairperson, as well as other officers as needed.

8.02 All officers shall be elected at a regularly called meeting of the Chapter. Installation of officers shall be no later than the fourth weekend of April.

8.03 Elections shall be held no later than the last Sunday in March. Nominations for each office shall be made to the floor of the meeting and a simple majority of votes cast shall be necessary for election. All Active and Associate Brothers in good standing have the right to vote during elections.

8.04 Each Chapter officer shall be an Active or Associate Member of the Fraternity in good standing at the time of the election and a regularly enrolled, full-time student at West Virginia University during the term of office. Each officer must have at least a 2.50 cumulative grade point average at the time of the election and throughout the term of office. An officer may not be on academic or disciplinary probation during their term of office. Each officer shall possess more than ordinary business ability and shall be capable of representing the Omicron Chapter under all ordinary conditions. Each officer shall have the best interests of the Fraternity at heart and shall be willing to devote the necessary time to the execution of the office. The Chapter Sponsor(s) shall have the authority to exempt any officer from a specific requirement of office. **This amendment will NOT take effect until the 2005 elections. Current officers still need a 2.25 cumulative GPA.**

8.05 No newly initiated member of the Omicron chapter may present themselves as candidates for the offices of president or vice president of membership.

8.06 Each officer shall hold office for a period of one year unless otherwise stipulated by the Chapter.

8.07 The President shall be charged with:

- a. Serving as a member ex-officio of all committees.
- b. Signing all contracts and other instruments of business involving the Chapter.
- c. Being the official representative of the Chapter whenever such representation is required.
- d. Preparing and sending all reports to the National Executive Director of the Fraternity, the Northeast District President, The Northeast District Member-At-Large, and any other involved parties mandated on the National and District levels of the fraternity.
- e. Providing a charge to each Permanent committee.

8.08 The Vice President of Membership shall be charged with:

- a. Acting as the presiding officer in the absence of the President.
- b. Providing all Membership Education activities, which include training and initiating new members.

c. Acting as the chairperson of the Committee on Membership Education.

8.09 The Vice President of Service shall be charged with:

- a. Preparing and organizing all service projects and activities.
- b. Maintaining a permanent record of all service hours completed by all Active, Associate, and Conditional Members.
- c. Providing discretion for the issuance of all service hours.
- d. Acting as the presiding officer in the absence of both the President and Vice President of Membership.
- e. Acting as the chairperson of the Committee on Service.

8.10 The Secretary shall be charged with:

- a. Recording the minutes of all meetings of the Omicron Chapter.
- b. Maintaining a permanent record of each member of the Chapter, including name, address, chapter number, and instrument played.
- c. Initiating correspondence with the other chapters.
- d. Preparing and sending all submissions for the Podium and the Northeast Notes.

8.11 The Treasurer shall be charged with:

- a. Controlling the receipts and disbursements of all moneys of the Chapter.
- b. Submitting recommendations concerning financial policies of the Chapter as required.
- c. Signing all checks for moneys disbursed, and preparing and keeping records of all finances associated with the Chapter.
- d. Signing all contracts and other instruments of business incurred by the Chapter.
- e. Calling an audit within two weeks before incoming officers are installed. This audit will be conducted by the outgoing Treasurer. The outgoing Treasurer shall not be relieved of his/her responsibilities until this audit has been completed and all checks signed by him/her have cleared.
- f. Accepting responsibility for any discrepancies found in the audit.
- g. Presenting a financial statement at every regularly scheduled meeting of the chapter. This statement shall consist of a balance of all chapter accounts and an itemization of all financial transactions that have occurred since the last regularly scheduled chapter meeting.
- h. The newly elected treasurer upon completion of the previous years audit must present to the chapter a proposed budget for the year no later than the third (3<sup>rd</sup>) meeting of the current year. This budget will be subject to approval of the chapter.
- i. Acting as chairperson of the Committee on Fundraising.

8.12 The Parliamentarian shall be charged with:

- a. Acting as the Chapter's Sergeant-At-Arms.
- b. Making all current Constitutions available for reference during Chapter meetings.
- c. Providing all officers by the first meeting of the year with a disk containing the National Constitution, the Northeast District Constitution, and chapter constitution of Kappa Kappa Psi. These constitutions must be the most current and up to date constitutions of the respective levels

of

Kappa Kappa Psi.

- d. Maintaining a written record of the Omicron Chapter By-Laws, which shall be a simple catalog presentable to the Omicron Chapter at each scheduled meeting.
- e. Acting as chairperson of the Committee on Jurisdiction.

8.13 The Historian shall be charged with:

- a. Maintaining a written and pictorial record of the activities of the Chapter and the West Virginia University bands.
- b. Coordinating social activities for the Chapter and members of the West Virginia University Bands.
- c. Acting as chairperson of the Committee on Social Affairs.

- 8.14 The Alumni Secretary shall be charged with:
- a. Collecting permanent address information of alumni of the Omicron Chapter.
  - b. Dispensing life membership applications to all brothers leaving West Virginia University and supplying this information to the National Office.
  - c. Working to promote all alumni activities.
  - d. Keeping in contact with the President of the West Virginia University Alumni Band.
  - e. Working with and assisting the District Alumni Liaison.
  - f. Sending out an alumni newsletter to each alumnus for whom the chapter possesses mailing contact information, through the United States Postal Service at least once a semester, one being sent before December 1st, and the second mailing sent no later than by the time new officers are installed. Mailings will not be sent to those alumni who do not wish to receive this newsletter.
  - g. Acting as chairperson of the Committee on Alumni Affairs.
- 8.15 The Scholarship Chairperson shall be charged with:
- a. Overseeing all activities that involve the Andrea Smith Memorial Scholarship, the Kappa Kappa Psi Senior Scholarship, and the George Saari Memorial Fraternal Scholarship.
  - b. Preparing and submitting applications and information to the National Headquarters for the Outstanding Scholarship Award, the Top Chapter Scholar Award, and Chapter Certificate of Excellence in Academics.
  - c. The maintenance of the scholarship fund of at least one thousand dollars (\$1000). The Scholarship Chairperson and the Committee on Scholarships shall research and implement fundraisers to replenish the funds used in the awarding of the scholarships by the end of the Omicron Chapter's fiscal year.
  - d. Verifying the academic standing and cumulative grade point average of each Omicron Brother in accordance with the policies of West Virginia University. Grade reports from the preceding semester (s) must be submitted to either the Scholarship Chairperson or the Sponsor (s) by the second meeting of the current semester. Failure to do so will result in a vote of suspension concerning that brother. The following will be considered an official grade report for the purpose of verifying a brother's academic standing and cumulative grade point average: (1) an Official Transcript, (2) the copy mailed to the brother's home from the Department of Admissions and Records or, (3) a copy received from the Department of Admissions and Records. Each of these grade reports MUST contain the brother's pre-printed name from the University on the document.
  - e. Verifying the full-time status of each Omicron Brother in accordance with the policies of West Virginia University. All schedules for the upcoming semester must be submitted to either the Scholarship Chairperson or the Sponsor(s) by the second meeting of the current semester. An updated copy of the schedule of each Omicron Brother must also be submitted to the Scholarship Chairperson or the Sponsor(s) within two meetings following the West Virginia University class drop date, relating to the current semester. Failure to do so will result in a vote of suspension concerning that brother. The following will serve as an official schedule for the purpose of verifying the full-time status of each Omicron Brother: (1) a print out of the schedule from the Department of Admissions and Records, (2) a print out from the West Virginia University STAR System or, (3) the schedule attached to a student bill. Each of these schedules MUST contain the brother's pre-printed name from the University on the document.
  - f. Acting as chairperson of the Committee on Scholarships.
- 8.16 A Brother may not hold more than one office at a time.
- 8.17 All officers shall serve without compensation.
- 8.18 If the President's position becomes vacant, the Vice President of Membership shall accept the responsibilities of the vacated position. All other offices will have a special election if vacated.
- 8.19 If, by a three-fourths vote of the Executive Council, or by request in writing of three-fourths of all Active and Associate members in good standing, an officer is determined to be unfit for said office, this officer shall be immediately relieved of their duties.

8.20 If an officer is relieved, the President shall inform the relieved officer and provide an explanation for such action.

## 9. Sponsorship

9.01 The Omicron Chapter's Sponsor(s) shall be the Director of Bands at West Virginia University and/or an appointee(s) that shall be mutually acceptable to both the Chapter and the Director of Bands.

9.02 The Sponsor(s) acts as a consultant to the chapter and shall assist with its growth and development. He/She provides direction through advice, understanding and clarification. The Sponsor(s) serves at the pleasure of the Chapter and with the approval of the Director of Bands.

9.03 The Sponsor(s) shall be responsible for assisting the Treasurer with the audit of the Omicron Chapter prior to the Installations of new officers.

## 10. Committees

10.01 The Omicron Chapter shall have at minimum the following Permanent Committees: Membership Education, Social Affairs, Service, Fundraising, Alumni Affairs, and Scholarships. The Jurisdiction Committee shall be a Permanent Committee every other year to facilitate the process of constitutional revision, or an ad-hoc committee at any other time when called upon by the Chapter for this purpose.

10.02 All members of the Omicron chapter may sit on up to two Permanent Committees with one being required. This seat is at the member's discretion. No member may serve on the same committee for more than two consecutive terms, unless they are serving as the head of said committee.

10.03 Each Permanent Committee shall receive a charge from the President at the beginning of the new officer term.

10.04 The President may appoint new committees as required by the Chapter.

10.05 All meetings of committees are open to all Active members, upon discretion of the chair and the time, date, and site for any committee meeting must be announced to the general membership at the closest Chapter meeting prior to that committee meeting.

10.06 Committee members will be appointed by the President, subject to the approval of the Executive Council, by the second meeting of the fall semester. Members shall submit their top three (3) preferences for committees at the first meeting of each fall semester. The President must inform the members of their committee appointments by the second meeting of each fall semester.

## 11. Delegates and Proxies

11.01 The Omicron Chapter shall be represented at the District and National Conventions by a delegate, alternate delegate, or by a proxy. Each delegate, alternate delegate, or member acting as proxy for an absent chapter shall have either a current membership card, a life membership card, or be properly vouched for by the Credentials Committee. This brother must be an Active, Associate, or Life Member in good standing of the Omicron Chapter of Kappa Kappa Psi.

11.02 The Active and Associate members of the Omicron Chapter shall elect its delegates and alternate delegates at a regularly called meeting by secret ballot.

11.03 The election of the Omicron Chapter delegates to the District Convention shall be held at least thirty (30) days before the opening date of the convention.

11.04 Proxies shall be distributed as directed by the convention, and each official delegate or proxy shall serve for the duration of the convention.

11.05 Each delegate or alternate delegate shall have an official statement signed by the Omicron Chapter President and the Chapter(s) Sponsor(s) to the effect that they have been duly elected by this Chapter.

11.06 All alternate delegates who are seated as proxies at conventions must send materials from the convention to the Chapter for which they are seated.

11.07 Delegates and alternate delegates shall serve without compensation.

## 12. Meetings

12.01 The Omicron Chapter shall meet at least once a month during the academic year at West Virginia University. The time and place of these meetings shall be decided upon by the chapter members.

12.02 Special sessions may be called by the President or by the entire Executive Council.

12.03 Fifty (50) percent of all voting members, along with two Chapter officers, shall constitute a quorum at regularly called meetings. Any members not present may assign his or her proxy to another voting member. No voting member, however, may be assigned more than two (2) proxies at any one meeting. The written proxy shall expire after one month unless it is consigned to certain dates. No phone proxies will be acknowledged. All proxies must be given to the Chapter President or the Chapter Secretary by the opening of said meeting, except in unforeseen emergencies.

12.04 The order of business at regularly called meetings shall be:

- a. Opening Ceremonies.
- b. Reading of the Minutes.
- c. Reports of Chapter Officers.
- d. Old Business.
- e. Open forum
- f. New Business.
- g. Announcements
- h. Closing Ceremonies.

Open forum shall be established to aid in the discussion of the potential motions only. This order may be changed when deemed necessary by the President of the Omicron Chapter.

12.05 By approval of the Chapter Sponsor(s) the Omicron Chapter will be permitted to vote online by electronic mail over the summer months of academic break. The votes will be sent by electronic mail to the Chapter President, Secretary, and Sponsor(s) to be compared and deemed valid. If the votes are not sent by electronic mail to the Chapter President, Secretary, and Sponsor(s) the vote becomes ineligible.

## 13. Attendance

13.01 An Active or Associate Brother may have a total of three (3) unexcused absences for all mandatory meetings in one year; this year shall end and begin upon the payment of national dues. Mandatory meetings include all chapter meetings, mandatory service projects where individual attendance is determined by the Vice President of Service and/or the Chapter Sponsor(s), Executive Council meetings for chapter officers, committee meetings for members of each committee, and ritual



practices for members participating in the planned ritual. Service projects are determined by the Chapter Sponsor(s), or by a simple majority vote of the Omicron Chapter. The service project may be made mandatory at the discretion of either the Chapter Sponsor(s), or through a simple majority vote of the Omicron Chapter. Mandatory meetings also include the Membership Education Participant meetings required by the current Membership Education Program. Should an Active or Associate Brother not be present for any ritualistic degree, this absence shall constitute two (2) general mandatory meeting absences.

13.02 Excuses for all missed meetings, service projects, and degrees by any Omicron Active or Associate Brother should follow one of the listed criteria to be deemed valid:

- a. Illness.
- b. Death of relation(s) or close friend(s).
- c. Academic conflict.
- d. Work conflict.
- e. Fraternity conflict.
- f. Unforeseen acts beyond human control.
- g. Religious conflicts.

Excuses for absences must be written on the Chapter Absence Excuse Form provided by the Secretary of the Omicron Chapter. These excuses must be submitted to the Chapter Secretary within thirty (30) days or the next scheduled meeting past thirty (30) days of the aforementioned absence; this period shall begin on the date of the absences and shall include any academic breaks or holidays. Failure to submit an excuse according to this policy will result in an irreversible unexcused absence.

13.03 Upon the proper submission of an excuse, its validity according to the criteria listed in Section 13.02 of this Omicron Chapter Constitution shall be determined by a favorable vote of seventy-five (75) percent of the Active and Associate members in attendance at the first chapter meeting after the submission of said excuse.

13.04 Any Active or Associate Brother with two (2) unexcused absences shall receive verbal notice from the Chapter Secretary, informing him/her of the meetings missed. Any Active or Associate Brother with three (3) unexcused absences shall receive a letter from the Chapter Secretary, informing him/her of the meetings missed. The Secretary must mail this letter through the United States Postal Service within seven (7) days of the invalidation of the excuse for the third absence. Any Active or Associate Brother with four (4) unexcused absences shall be subject to a vote of suspension.

13.05 A suspended member shall lose all voting privileges, shall not be permitted to present a motion, and shall not be permitted to have an active participation in ritual. The suspended member is still responsible for upholding the purposes of the Fraternity and is still subject to the Constitution and By-Laws of Kappa Kappa Psi.

13.06 Upon being placed on suspension, the member must petition for re-instatement within thirty (30) days. The petition must be submitted to the President or Secretary of the Omicron Chapter.

13.07 Before suspension due to excessive absence may be repealed, a five (5) dollar fine per each inexcusable absence over two (2) absences must be paid. The fine(s) must be paid within ten (10) business days and will be allocated to the Scholarship fund.

13.08 Re-instatement for membership must be approved by seventy-five (75) percent of the Omicron Chapter in attendance. Failure to be approved shall result in expulsion proceedings.

13.09 Every Active and Associate Brother must participate in at least half of all service projects in each academic semester. Brothers who do not participate in at least half of the service projects in each semester shall pay a five (5) dollar fine per each activity missed in excess of half of the aforementioned service projects. The fine(s) must be paid within ten (10) business days to the Treasurer and will be allocated to the Scholarship fund. If not paid, the brother shall be subject to a vote of suspension. The

Vice President of Service shall determine the number of Brothers needed for each service project, and the schedule of work shifts available at every service project.

13.10 If an Active or Associate Brother plans to miss a mandatory service project, he/she may notify the Vice President of Service at least seven (7) days before the service project when such advance notice is available; this notification of absence allows the Vice President of Service to find a replacement for this service project. If the Active or Associate Brother does not provide the Vice President of Service with notice, it becomes the responsibility of said Brother to find a capable individual to replace him/her for the said mandatory service project. If this Brother or his/her designated replacement does not attend the mandatory service project, then an excuse must be submitted by that Brother according to Section 13.01 of this Omicron Chapter Constitution. If an Active or Associate Brother accepts the responsibility to be the designated replacement, then this Brother, not the initial Omicron Brother, must submit the said excuse if the replacement is absent

13.11 Any Active or Associate Brother that accepts the responsibility to write an article for a newsletter or announcement requested by another Omicron Brother and then fails to do so will accept one (1) irreversible unexcused absence.

#### 14. Membership

14.01 Chapter membership shall consist of seven (7) types: Active, Associate, Conditional, Inactive, Honorary, Alumni, and Life. No type of membership shall be recognized by the Chapter until initiation fees have been paid and the initiation, as prescribed by the Ritual, has been completed.

14.02 A band member may be offered membership candidacy in the Fraternity after satisfactory completion of one term as a band member unless exception is made by the Chapter Sponsor(s).

14.03 Active members of the Fraternity shall be registered full-time students and members of the West Virginia University Bands program who have been duly initiated and maintain at least a 2.00 cumulative grade point average. All annual dues and fees must be paid up to date to maintain Active or Associate membership in the Fraternity

14.04 Before becoming eligible for Active or Associate membership, a candidate must serve a term of membership candidacy as prescribed by the Chapter, and immediately prior to initiation receive a favorable vote of seventy-five (75) percent of the eligible voting membership.

14.05 Conditional status in the Fraternity may be requested by an Active or Associate Member in good standing 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. To become effective, the member shall have paid national and chapter member dues for the current academic year. The request shall be approved by a majority vote of the chapter, with approval of the Chapter Sponsor(s) and the Director of Bands. Conditional status shall not be maintained for more than one (1) year.

14.06 Conditional members may attend Chapter meetings and participate in Chapter fundraisers and service projects. Conditional members shall not hold office, propose candidates for membership, vote on any matters, act in the capacity of a Big Brother, participate in Ritual, attend District events and/or meetings, or attend National Convention. If a Conditional member attends District events, District meetings, or National Convention, the member shall be subject to a vote of suspension.

14.07 Former Active or Associate members who are enrolled in school, but do not pay member dues, shall be classified as Inactive members. Inactive members are not considered in good standing and have no privileges of Fraternity membership. Inactive members may not participate in any Fraternity business, project, or activities.

14.08 An Alumni member of the Omicron Chapter shall be any member in good standing who has terminated their affiliation with West Virginia University, entered a professional school, or has completed their undergraduate education.

14.09 Upon due cause, a member of the Fraternity may be suspended indefinitely following a favorable vote on the motion to suspend of seventy-five (75) percent of the Chapter's total membership.

14.10 Upon due cause, a member of the Fraternity may be expelled following a favorable vote on the motion to suspend of three-fourths of the Chapter's total active membership. Such expulsion must conform to the rules of West Virginia University. The member will be given a hearing before the said motion is voted on. The vote will be secret ballot, and the member will be informed of the vote totals. Having been expelled, the member shall return to the Chapter all regalia and property of the Fraternity being held, and the name shall be stricken from the Master Chapter Roster at the National Headquarters.

14.11 Any member of any Kappa Kappa Psi chapter, having been an Active or Associate Member of that Chapter, is upon transference to another school, eligible to become an Active or Associate Member at the Chapter of that school. Active or Associate membership will be granted to the candidate upon enrollment in the band program at the new school, written recommendation from the previous chapter of the candidate, and payment of the fraternal dues.

14.12 Membership status in Kappa Kappa Psi may not be terminated by the member through resignation. However, as stated in this Omicron Chapter Constitution, a member may be suspended or expelled for due cause by the Omicron Chapter.

## 15. Finance

15.01 All moneys shall be received and expended by the Chapter Treasurer.

15.02 All moneys must be received and deposited by the Treasurer within ten (10) business days after a financial event occurs. If the Treasurer is not available, the moneys shall be given to the President.

15.03 The fiscal year shall be determinate by the yearly term of office.

15.04 The financial policies of the Omicron Chapter shall be governed by the budget adopted after the audit from the previous year has been completed.

15.05 Income shall come from due assessment and fundraising projects deemed appropriate by the Chapter. All funds will be expended on projects and activities taken on by the Chapter.

15.06 A member's failure to meet financial obligations promptly shall constitute due cause for expulsion from the fraternity.

15.07 If any member makes a purchase for the chapter of ten (10) dollars or less, it will be considered a donation and will not be reimbursed by the chapter.

15.08 All moneys must be allocated by the Chapter before any purchases are made in the name of the Omicron Chapter, with the exception of unforeseen expenses accrued by chapter officers or moneys needed to adequately execute the duties of any given office.

15.09 All approved allocated purchases made for the Chapter or in the name of the Chapter must be accompanied by the use of the tax exemption number whenever applicable.

15.10 All checks must be signed by the Treasurer and one of the following: the President, the Vice-President of Membership, the Vice-President of Service, or the Sponsor(s). The dispersion of all funds, however, must follow the conditions set forth by Section 15 Omicron Chapter Constitution.

15.11 Any good or service donated to the Omicron Chapter of Kappa Kappa Psi shall become the property of this Chapter. All right and privileges concerning this good or service shall be transferred to the Omicron Chapter.

## 16. Dues

16.01 Chapter member dues shall be fixed at ten (10) dollars above the National Membership dues. Dues must be paid by the date decided upon by the President and Treasurer.

16.02 The Chapter shall pay an annual national chapter fee as determined by the National Chapter and payable to the National Executive Director on or before September 30 of each year.

## 17. Membership Education Program

17.01 The Membership Education Program will be determined upon a yearly basis by the Vice President of Membership through collaboration with Committee on Membership, and upon a vote of the general membership of the Chapter.

17.02 All Membership Education Participants must have at least a 2.00 cumulative collegiate grade point average at the commencement of the second academic term in order to continue through the membership program.

## 18. Scholarship

18.01 The Omicron Chapter of Kappa Kappa Psi shall award at least two (2) scholarships to qualified and members each academic year, these being the Andrea Smith Memorial Scholarship and the Kappa Kappa Psi Senior Scholarship. The Andrea Smith Memorial Scholarship is open to any first year West Virginia University Marching Band member with less than 28 credit hours at West Virginia University. The Kappa Kappa Psi Senior Scholarship is open to any seventh semester senior in the West Virginia University Marching Band. The chapter may also give the George Sarri Fraternal Memorial Scholarship, to a brother of the omicron Chapter for outstanding brotherhood and service.

18.02 The scholarship nomination process lasts from September 1 to October 10 of each marching band season. The application process may be extended by the decision of the Committee on Scholarships.

18.03 Nominations for the Andrea Smith Memorial Scholarship and the Kappa Kappa Psi Senior Scholarship may be made by any band member, band staff member, or Sponsor of the Omicron Chapter. A band member may not nominate themselves.

18.04 A nomination must consist of a one (1) page typed essay concerning why the person should be considered for the scholarship. After nomination, the candidate must fill out a one (1) page information sheet about themselves. The candidate shall then go through an interview with the Scholarship Selection Committee, a committee consisting of the Scholarship Chairperson, two (2) Omicron Chapter Sponsors, two (2) members of the West Virginia University Marching Band, and two (2) Brothers of the Omicron Chapter. The band members and the Omicron Chapter Brothers shall be selected by the Omicron Chapter Sponsors.

18.05 In the event that there are ten (10) or more candidates for a scholarship, the Committee on Scholarships will choose ten (10) final candidates based on the criteria stated in the application.

18.06 No member of either the Committee on Scholarships or the Scholarship Selection Committee may nominate a candidate for a scholarship, nor may they be nominated for a scholarship.

18.07 No person may sit on the Scholarship Selection Committee for more than one (1) year, with the exceptions of the Scholarship Chairperson and the Omicron Chapter Sponsors.

18.08 Both the Andrea Smith Memorial Scholarship and the Kappa Kappa Psi Senior Scholarship shall be in the amount of five hundred dollars (\$500), and the scholarship are to be awarded at the Marching Band Banquet, held annually at the end of the marching band season.

## 19. Tobacco Products and Alcohol

19.01 No brother shall have in his/her possession any alcoholic beverage during officially sanctioned activities.

19.02 Nor shall a brother have in his/her possession any alcoholic beverages while wearing visible letters/regalia.

19.03 If a brother fails to abide by these guidelines the following actions will occur:

- a. First offense: twenty dollar fine and two weeks suspension.
- b. Second offense: forty dollar fine and four weeks suspension.
- c. Third offense: Immediate expulsion hearing.

19.04 No brother shall use any tobacco products while wearing Kappa Kappa Psi regalia/letters.

19.05 If a brother fails to abide by this guideline the following actions will occur:

- a. First offense: five dollar fine will be paid and two weeks suspension.
- b. For every offense thereafter, the fine will double from the previous fine. Suspension will remain at two weeks.

19.06 If fines are not paid by the end of said suspension, then the brother will be left on suspension until fines are paid.

19.07 All fines will be paid to the chapter's general fund.

19.08 If a brother is brought up on charges of a violation of the Omicron chapter of Kappa Kappa Psi policy on alcohol and tobacco products, that brother may appeal to the conduct board for a hearing.

19.09 The conduct board shall consist of the chapter president, parliamentarian, a sponsor, one member of the executive board, and one active brother.

19.10 The accused brother shall choose the active brother and executive board member who shall be present at the conduct board.

19.11 The hearing should meet within seven days of the appeal.