Article I. Organization

1. Name

1.1. This organization, chapter Mu Pi of the Kappa Kappa Psi National Honorary Fraternity for College Band Members (henceforth referred to as "the Chapter"), located at the University of Oregon, shall be Mu Pi as assigned by the National Council of Kappa Kappa Psi.

2. Purpose

2.1. Kappa Kappa Psi National Honorary Band Fraternity, is an organization operating exclusively in the field of College and University Bands, and for the following five purposes:

2.1.1. 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.

2.1.2. To honor outstanding band members through privilege of membership extended as a reward for technical achievement and appreciation for the best in music.

2.1.3. To stimulate campus leadership, and circulate an uncompromising respect through the medium of the college band for gracious conduct, good taste, and unswerving loyalty.

2.1.4. 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.

2.1.5. 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.

2.2. In addition, the Chapter has been established in order to provide service and assistance to the University of Oregon Department of Bands, and the Department of Jazz Studies.

3. Affiliation

3.1. This organization shall operate according to the most current regulations and policies of the Oregon Board of Education and the University of Oregon, and in compliance with all local, state, and federal laws regardless of contradictory material that may be in this document.

3.2. This organization shall adhere to the Constitution and regulations of the National Organization of Kappa Kappa Psi that do not conflict with the regulations and policies of the University of Oregon.

4. Nondiscrimination
4.1. In addition to the parties protected by the Kappa Kappa Psi Policy on Discrimination this organization will also not discriminate based on age, race, color, religion, gender, national origin, ancestry, disability, veteran status, sexual orientation, political affiliation, or marital status.

Article II. Membership

1. General Membership

1.1. All members must abide by the provisions of the constitution and bylaws of this organization.

1.2. Membership status will entail all the rights and privileges as defined in the National Constitution of Kappa Kappa Psi.

1.3. Initiation of new members shall follow the rules and guidelines set forth in the National Constitution of Kappa Kappa Psi.

1.4. All Officers shall be enrolled in a minimum of eight (8) credit hours at the University of Oregon, or at Lane Community College if their major is not offered at the University of Oregon, and shall maintain a 2.5 cumulative or quarter grade point, using whichever is higher.

1.5. All Active members of the Chapter shall be undergraduate or graduate students of the University of Oregon or Lane Community College if their major is not offered at the University of Oregon, enrolled in a minimum of eight (8) credit hours, and maintain a minimum of a 2.0 cumulative grade point average.

1.6. All Active members of the Chapter shall be current in the payment of dues as specified by the National Headquarters of Kappa Kappa Psi and the membership of the Chapter. They shall also be members of an ensemble under the guidance of the University of Oregon Department of Bands or the Oregon Department of Jazz Studies for at least one (1) of four (4) terms in any given academic year.

1.7. All Conditional members of the Chapter shall be students of the University of Oregon, or at Lane Community College if their major is not offered at the University of Oregon, maintain enrollment in a minimum of eight (8) credit hours, and be in compliance with all University of Oregon policies.

1.8. Any member who fails to maintain either a 2.0 cumulative grade point average for Active members or a 2.5 cumulative or quarter grade point average for Officers, and/or enrollment in a minimum of eight (8) credit hours, shall be placed on Probationary Status.

1.9. There shall be seven (7) forms of membership: Active, Conditional, Probationary, Alumni, Inactive, and Honorary, and Life.

1.9.1. An Active member shall be defined as a member who maintains a minimum of a 2.0 cumulative grade point average, maintains enrollment in a minimum of eight (8) credit hours at the University of Oregon, or at Lane Community College if their major is not offered at the University of Oregon, and is current in National and Chapter dues. Active members
shall retain all voting rights for all Chapter business.

1.9.2. A Conditional member shall be defined as a member who maintains a minimum of a 2.0 cumulative grade point average, maintains enrollment in a minimum of eight (8) credit hours at the University of Oregon, or at Lane Community College if their major is not offered at the University of Oregon, and is current in National and Chapter dues, but cannot fulfill the responsibilities of an Active member. Conditional members shall forfeit their voting rights for all Chapter business, and will not be counted as part of quorum.

1.9.3. A Probationary member shall be defined as a member who is current in National and Chapter dues, but has failed to maintain either a minimum of a 2.0 cumulative grade point average, or enrollment in a minimum of eight (8) credit hours at the University of Oregon or at Lane Community College if their major is not offered at the University of Oregon. Probationary members shall have two (2) terms to fully rectify their situation. If the Probationary member’s situation has not been rectified after one (1) term then their voting rights will be suspended until the end of the second term of Probationary status. After two (2) consecutive terms of Probationary status without rectification of the situation, the member will be rendered Inactive.

1.9.4. An Alumni member shall be defined as a member who has graduated or otherwise left the University of Oregon in good standing. Alumni members shall permanently forfeit their voting rights for all Chapter business.

1.9.5. An Inactive member shall be defined as a member who has left the University of Oregon in ill-standing, or still attends the University of Oregon but is not in compliance with the National or Chapter constitution.

1.9.6. An Honorary member shall be defined as a member granted membership by the Chapter as special recognition for their service to bands, but who may not be classified as Active or Conditional members. University of Oregon faculty, staff, and community members may be made Honorary members.

1.9.7. A Life member shall be defined as an Alumni member who has made payment of a Life Membership contribution, in the amount set by the National Chapter, along with an application to National Headquarters.

1.10. All requests for status change shall be presented in writing to the Executive Council, as defined in Article III, Section 3.1, at least seven (7) days before the request will be voted upon by the Executive Council.

1.11. All voting under this section shall be by an open vote of the Executive Council.

2. Prospective Members

2.1. All Prospective members of the Chapter shall have earned a minimum of a 2.0 cumulative grade point average at the University of Oregon.

2.2. All Prospective members of the Chapter shall submit an official or unofficial transcript at least seven (7) days prior to their initiation.

3. Code of Conduct
3.1. A member of the Chapter in good standing must, for each term:

3.1.1. Attend three (3) service events
3.1.2. Attend one (1) social event
3.1.3. Attend one (1) fundraising event
3.1.4. Attend one hundred percent (100%) of all meetings

3.2. All meetings are mandatory, and all members are expected to be in attendance unless excused prior to the meeting due to academic, religious, and/or employment conflicts. To be excused from a meeting, contact must be made with both the President and Secretary.

3.3. Members are expected to be in attendance for the entirety of every meeting, unless prior arrangements have been made with the President and Secretary due to academic, religious, and/or employment conflicts.

3.4. One (1) unexcused absence is tolerated per term. The offending member will be notified following the recording of the absence. An unexcused absence will be recorded when:

3.4.1. A member misses a meeting without contacting the President and Secretary.
3.4.2. A member arrives to a meeting after the meeting has been called to order without contacting the President and Secretary.
3.4.3. A member leaves a meeting early without making prior arrangements with the President and Secretary.
3.4.4. A member is removed twice from a meeting under the stipulations of Article II, Section 4 of this document.

3.5. Following a member’s second unexcused absence, a Probationary Hearing with the Executive Council must be held, in order to determine the continuing membership status of the member in question.

3.5.1. If the conclusion is made that the member will not be able to meet the attendance expectations for the current term, the Executive Council will rule that the member be placed on Probationary Status.

3.5.1.1. In the event of a status change, the results of the Probationary Hearing will then be approved by the chapter Sponsor.

3.5.2. The stipulations of the Probation shall be determined by the Executive Council at the Probationary Hearing.

3.5.3. The stipulations of the probation shall include, but not be limited to, the following:

3.5.3.1. The number of meetings that the member shall attend without missing, excused or unexcused.
3.5.3.2. The number of social events that the member shall attend.
3.5.3.3. The number of service events that the member shall attend.
3.5.3.4. The timeframe in which the member must complete the requirements for reinstatement.

3.5.4. The probation period will be followed by a Reinstatement Hearing in which the Executive Council will determine whether the member is eligible for reinstatement.

3.5.5. If it is determined at the Reinstatement Hearing that the member is not eligible for reinstatement, the Executive Council shall arrive at one of the following decisions:

3.5.5.1. That the member be granted an extension period in which to complete the terms of the probation, after which time another Reinstatement Hearing will be held.
3.5.5.2. That the member be suspended under the guidelines of Article II, Section 5 of this document.

3.5.6. A request to meet with the Executive Council can be made in cases of justifiable absence, or for probationary alternatives.

3.5.7. All voting under this section shall be conducted by secret ballot.

4. Conduct at Meetings

4.1. Requirements for Conduct

4.1.1. All members shall remain quiet at all times, unless yielded the floor by the chapter President.

4.1.2. The preceding requirement shall be henceforth referred to as “Order”.

4.1.3. All members shall respond immediately in accord with any request for Order issued by the chapter President or other member of the Executive Council.

4.2. Penalties

4.2.1. Any member found in violation of any requirement detailed in the subsections of Article II, Section 4.1 of this document shall be subject to a specific, named request to conform to Order by the Vice President (henceforth referred to as a “Request”).

4.2.2. Upon a third Request during the course of a single meeting, either joint or separate, a member shall be removed from the meeting by the chapter President, and shall forfeit his or her voting rights for the remainder of the meeting. The offending member’s vote will be recorded as an abstention for the remainder of the meeting.

4.2.3. Upon a second removal during the course of an academic term, a member shall be credited with one (1) unexcused absence, and shall be referred to the guidelines governing unexcused absences in Article II, Section 2.4 of this document.

5. Suspension of Voting Rights

5.1. Grounds for suspension of voting rights include failure by a member to complete the terms of a probationary sentence, or to fulfill the requirements for membership as outlined in Article II, Section 3 of this document.

5.2. The duration of a term of suspension shall not be less than one (1) academic term.

5.3. The motion to suspend a member from the Chapter shall be presented in writing to the Executive Council at least one (1) week prior to the meeting, at which the motion for suspension shall be voted upon.

5.4. The member subject to suspension shall have the right to present their case to the Executive Council at the meeting at which the motion for suspension shall be voted upon.

5.5. All voting under this section shall be conducted by secret ballot.

6. Removal of Members

6.1. Grounds for removal include any failure by a member to fulfill the requirements for membership as outlined in this constitution, in the Kappa Kappa Psi National Constitution Article VI, Section 5, or in the bylaws of
the Chapter, violation of the University of Oregon policies, violation of the University of Oregon Student Code of Conduct, or violation of the terms of a suspension. A seventy-five percent (75%) majority vote of the total Active membership shall be required for removal of any member.

6.2. The motion to remove a member from the Chapter must be presented in writing to the total voting membership at least two (2) weeks before the meeting at which the removal will be voted upon.

6.3. The member subject to removal shall have the right to present their case to the membership at the meeting in which the voting for removal is to take place.

6.4. Appeals relating to the removal of members shall be through the Chapter Sponsor. Appeals must be made within two (2) weeks after the vote for removal has taken place.

6.5. All votes under this article shall be done by secret ballot.

Article III. Officers

1. Officer Designation

1.1. The Elected Officers of the Chapter shall be:

1.1.1. President
1.1.2. Vice President
1.1.3. Secretary
1.1.4. Treasurer
1.1.5. Historian
1.1.6. Alumni Relations Officer

1.2. In addition, the Chapter shall have a Sponsor, appointed by the Director of Bands.

1.3. All Officers must be students of the University of Oregon, must be enrolled in at least eight (8) undergraduate or graduate credits per term, must possess and maintain a minimum 2.5 cumulative or quarter grade point average, using whichever is higher, while in office. Officers must submit a copy of their transcript to the Sponsor at the end of each term.

1.4. An officer shall serve a term of one (1) year from the time of their installation, unless elected in a special election. In the case of a special election, an officer shall serve from the time of the special election until the next general election.

2. Duties

2.1. President

2.1.1. Shall be the executive officer of the Chapter and shall preside over Chapter meetings.
2.1.2. Shall be designated as the official representative of the Chapter whenever representation is required.
2.1.3. Shall sign all contracts and instruments of business involving the Chapter, unless delegated to another Officer, by the Chapter President.
2.1.4. Shall only vote when his/her vote will affect the result.
2.1.5. Shall prepare and send all reports to the Kappa Kappa Psi National Headquarters.

2.1.6. Shall serve as the chief liaison between the chapter and the School of Music and Dance.

2.1.7. Shall attend any major Associated Students of the University of Oregon (henceforth referred to as “the ASUO”) budget hearings pertaining to the School of Music and Dance.

2.1.8. Shall be responsible for maintaining the President’s Handbook.

2.2. Vice President

2.2.1. Shall assume the duties of the president in the event of his/her absence, and shall succeed to that position in the event that it becomes vacant, until a special election can be held.

2.2.2. Shall be responsible for knowing and enforcing Robert’s Rules of Order during meetings.

2.2.3. Shall be responsible for education, training, and initiation of all prospective members, as well as Continuing Membership Education.

2.2.4. Shall be responsible for the preparation and execution of the Ritual and for the safekeeping of the Ritual and its secrets, unless otherwise delegated by the Chapter President to a committee.

2.2.5. Shall be responsible for preparing the Initiate Registration Form and submitting it to the President.

2.2.6. Shall maintain the Vice President’s Handbook

2.3. Secretary

2.3.1. Shall record the minutes of all Chapter meetings

2.3.2. Shall make minutes available to all members.

2.3.3. Shall maintain a permanent record of all Chapter minutes.

2.3.4. Shall serve as the corresponding liaison between the Chapter and the Western District and National Headquarters.

2.3.5. Shall maintain a permanent record of all Active, Inactive, Conditional, Probationary and Honorary members including name, address, email, and phone numbers.

2.3.6. Shall maintain a permanent record of the transcripts for all members, excluding Honorary and Alumni members.

2.3.7. Shall maintain the Secretary’s Handbook

2.4. Treasurer

2.4.1. Shall be the chief financial officer of the Chapter.

2.4.2. Shall report an account of revenue and expenses for the chapter upon request at a chapter meeting.

2.4.3. Shall prepare, at the end of each school year, all financial records for audit.

2.4.4. Shall control the receipt and disbursement of all monies of the chapter, and shall sign all checks involving the Chapter.

2.4.5. Shall submit recommendations concerning the financial policies of the Chapter as needed.

2.4.6. Shall be responsible for retaining a copy of every financial transaction involving the Chapter.

2.4.7. Shall be responsible for generating, developing, and carrying out fundraising opportunities for the Chapter, unless otherwise delegated by the Chapter President to a committee.

2.4.8. Shall be responsible for maintaining the Treasurer’s Handbook
2.5. Historian
   2.5.1. Shall be responsible for maintaining a written and pictorial record of the activities of the chapter and band.
   2.5.2. Shall maintain a family tree of the members of our chapter.
   2.5.3. Shall be in charge of creating a display and/or scrapbook for any District or National event, annually.

2.6. Alumni Relations Officer
   2.6.1. Shall collect permanent address information and dispense Life Membership applications to all brothers graduating or leaving the college or university, and to supply this information to the National Headquarters.
   2.6.2. Shall work with and promote alumni activities.
   2.6.3. Shall prepare a newsletter, at least biannually, to be sent out to all alumni and honorary members of the Chapter.

2.7. Sponsor
   2.7.1. Shall be in accordance with the Kappa Kappa Psi National Constitutional rules and responsibilities for Sponsor.
   2.7.2. Shall have no voting privileges.

3. Executive Council
   3.1. Management of the Chapter shall be vested in an Executive Council, consisting of the President, Vice President, Secretary, Treasurer, Historian, Alumni Relations Officer, and Sponsor (non-voting).
   3.2. Executive Council shall meet at least two times per month during the school year, to organize and plan future events and agenda items for meetings.

4. Removal of Officers
   4.1. Grounds for Removal: Any officer who has failed to fulfill his or her duties as outlined in Article III, Section 2 of this constitution to the satisfaction of the voting membership, failed to maintain a 2.5 cumulative or quarter grade point average while in office, or violated any of the regulations and policies stated in Article I, Section 3, may be removed from office. A seventy-five percent (75%) majority vote of the total voting membership shall be required for removal of any officer.
   4.2. Notice of charges: The motion to remove an officer from his or her position must be presented in writing to the total voting membership at least two weeks in advance of the meeting at which the removal vote will take place.
   4.3. Right to a Fair Hearing: the Officer subject to removal shall have the right to present his or her case to the total voting membership at the meeting at which the removal vote is to take place.
   4.4. Form of Vote: all votes under this article shall be done by secret ballot.

Article IV. Elections
1. Election Policy
   1.1. Types of Elections
       1.1.1. General Elections – General elections shall be held to replace officers whose terms are due to expire.
1.1.2. Special elections shall be held when an office is vacated mid-term.
1.2. Time of Elections
   1.2.1. General elections shall be held no later than the third week of January.
   1.2.2. Special elections shall be held within two weeks of an office vacancy.
1.3. Voting under this article shall be by secret ballot.
1.4. Any candidate for an office shall present, at the time of the election, a complete grade-report from each of his/her classes, and a letter of intent stating his/her desire to run for office.

2. Nominations
   2.1. For general elections, nominations occur for two meetings prior to the election and the meeting of election itself. For special elections, nominations occur during the meeting immediately prior to the election itself. A voting member of the Chapter must nominate a candidate for office during the nomination time period. Members may not nominate themselves for candidacy.

Article V. Committees, Courts, and Minor Officers
1. Committee Organization
   1.1. The President shall have the authority to appoint any committees, with the approval of the Executive Council, which shall meet the needs of the organization.
   1.2. The President shall appoint a Chairperson for each committee.
   1.3. The following is a list of recommended committees to be formed by the Chapter President.
      1.3.1. The duties of the Fundraising Committee shall be to organize and carry out fundraising projects for the Chapter's financial stability.
      1.3.2. The duties of the Service Committee shall be to organize and carry out service projects specifically designed for the ensembles in the University of Oregon Band and Jazz departments, as well as projects that will serve the community.
      1.3.3. The duties of the Ritual and Regalia Committee shall be to organize and carry out Kappa Kappa Psi related functions to promote bonding and brotherhood within the Chapter, as well as assisting the Vice President in the duties outlined in Article III Section 2.2.4.
      1.3.4. The duties of the Recruiting Committee shall be to organize and carry out all recruitment activities, keeping a list of potential prospective members, and advertising for said events and the Chapter as a whole.
      1.3.5. The duties of the Membership Education Committee shall be to assist the Vice President in their duties outlined in Article III Section 2.2.3.
      1.3.6. The Publications Committee shall be responsible for generating content for District and National publications, as well as assisting the Alumni Relations Officer with the biannual newsletter.

2. Ad-Hoc Committees
   2.1. As needed, the President may appoint Ad-Hoc Committees to perform specific tasks, which are not within the scope of the established committees created by the Chapter President.
3. Constitution Court

3.1. The Constitution Court shall be composed of five (5) members appointed by the Chapter President, if deemed necessary.

3.2. The Constitution Court shall have supreme and final authority on all questions of interpretation of this Constitution and any rules published under it.

3.3. The Constitution Court may delegate its authority to a member of the Chapter who shall act as a Hearings Officer.

3.4. Upon receiving a complaint, a Hearings Officer shall take testimony and shall make a recommendation on the questions to the Constitution Court within three calendar days. The Hearings Officer shall compile a written record of the complaint and its disposition, along with the recommended decision, and shall be filed with the Historical Committee and shall be presented to the Constitution Court in the even of an appeal.

3.5. The Constitution Court shall elect its own Chief Justice according to Article IV, Sections 1.3 and 1.4.

3.6. The Constitution Court shall publish its own rules of procedure and rules to be used by Hearings Officers.

3.7. Hearings Officers shall be appointed by the Constitution Court on a case-by-case basis, and shall hold no continuing authority to review or make recommendations on other unrelated actions.

3.8. Any member or administrative body of the Chapter may refer any question regarding correct construction or interpretation of any part of this Constitution or any rule published under it to the Chapter Constitution Court. Members of the Court may not make such requests.

3.9. The Constitution Court shall, when practical, hear questions within seven calendar days after they are presented. The Constitution Court shall attempt to rule on each question within ten calendar days after presentation.

3.10. The term of office for members of the Constitution Court shall not expire until voting rights in the Chapter are forfeit as defined in Article II, Section 1.

3.11. The President may remove members of the Constitution Court from office, after a public hearing, should the President and at least two-thirds (2/3) of the voting members of the Chapter determine that the member is guilty of non-fulfillment of duties.

3.12. The Constitution Court shall rule on all questions relating to non-fulfillment of duties.

4. Minor Officers

4.1. The duties of a Hearings Officer are as defined in Article V, Sections 4.3 and 4.4.
4.2. The duties of the Website Officer shall be to collaborate with the Officers, as outlined in Article III, and Committees, as outlined in Article V, Section 2.1, to gather information to be published on the Chapter website. The Website Officer is not solely responsible for maintaining the Chapter website; he/she may request that the Chapter employ a third party Webmaster.

Article VI. Powers and Policies

1. Meetings

1.1. To conduct business or elections a simple majority of total Active membership (henceforth referred to as “Quorum”) and a simple majority of Officers must be present at the meeting.

1.2. Motions dealing with the removal of Officers or members will require seventy-five percent (75%) majority vote of the total Active membership. Motions dealing with the removal of Constitution Court members will require the guidelines as stated in Article V, Section 4.11. All other motions will require a simple majority vote of the Quorum to pass. Officers shall be elected via simple majority vote of the Quorum.

1.2.1 If a simple majority of the Quorum is not reached in the first round of voting, the person with the fewest votes shall be removed from the ballot.

1.3. The Constitution of the Chapter shall be the supreme authority in parliamentary procedure at all meetings. The policies of the Chapter, if and when they exist, shall be the next highest authority. Robert’s Rules of Order shall be the procedure used to conduct meetings except where it conflicts with the Constitution or with policies.

1.4. The Chapter shall meet at least two (2) times each month, excluding summer and school holidays. The President, Vice President, or a simple majority of the total Active membership may call emergency meetings. Written or verbal notice of organizational meetings shall be given to all members at least five days prior to such meetings. Written of verbal notice of special or emergency meetings shall be given to all members twenty-four hours in advance.


2.1. Any powers denied to the Chapter by this constitution, the National Constitution of Kappa Kappa Psi, or the policies of the University of Oregon and the Oregon State Board of Education are granted to the Chapter for its use.

3. Enactment

3.1. The Chapter has the right to enact its powers.

Article VII. Amendments

1. Policy
1.1. A proposal to amend this constitution must be presented to the total Active membership in the form of a written motion at least seven (7) days before it is to be voted on.

1.2. Any amendment to the constitution must be ratified by a seventy-five percent (75%) majority of all Active members of the Chapter.

1.3. Any Active member unable to attend the meeting when the vote is held shall notify the Secretary of a proxy to cast their vote, or shall concede a "nay" vote in their stead.