

# *Nu Kappa Epsilon Constitution*

Last revised September 2016

Nu Kappa Epsilon was established in the Spring 1994 at the College of William & Mary to promote the growth and development of musical activities and appreciation on campus and in the community where chapters have been formed, and to develop in the members the best qualities of character through music.

## Article I – Name

- A. The name of this organization shall be Nu Kappa Epsilon Music Sorority.

## Article II – Objectives

- A. The objectives of this organization shall be to promote the growth and development of musical activities on the campus and in the community where each chapter has been formed, and to develop in the members the best qualities of character through music.

## Article III – Membership

- A. Any student not self-identifying as a cisgender male who is in good standing with their respective institution and demonstrates a strong interest in music may be a member of this organization. A sister may be an active or associate member. Each semester they must notify the President and Secretary of their status before dues are due.
- B. An active member fulfills the attendance requirements of the sorority, as defined by the Constitution and their chapter's By-laws.
- C. An associate sister is one who is unable to attend regular meetings due to class conflict or other circumstances. They are excused from meetings, but they are responsible for attending all other mandatory functions, as defined by the Constitution and their chapter's By-laws. Associate sisterhood may only be maintained for two semesters during a sister's membership except in exceptional circumstances as reviewed by the appropriate chapter's Executive Board.
- D. An inactive sister is defined as a sister who chooses to withdraw their membership from the sorority. They must notify the President and Secretary with a written statement declaring their inactive status. They may rejoin only at the discretion and majority vote of the sisterhood. A sister may not wear

their NKE pin if they are inactive.

- E. If a sister does not pay their dues and does not declare their status for an entire semester, they may be declared inactive by the Executive Board.
- F. All active and associate sisters who have fulfilled their financial and attendance obligations to the sorority are considered to be in good standing with the sorority.
- G. Prospective new members who successfully complete the rush process are eligible to receive an invitation to membership from the sorority.
- H. The list of mandatory functions includes but is not limited to Bid Night, Retreat, Recital and Initiation.

#### Article IV – Dues

- A. Chapter dues will be paid by each member once each semester. The amount and the date by which chapter dues must be paid will be set the previous semester. The amount may be changed the preceding semester by a majority vote of the sisterhood. The due date for chapter dues will be set by the officer board.

#### Article V – National Dues

- A. All sisters of Nu Kappa Epsilon are obligated to pay National Dues. This includes active and associate sisters and NKE pledges at every chartered NKE chapter. Sisters who are not in residence at their college or university due to study abroad programs are exempt from paying national dues.
- B. Each sister shall pay \$10 per semester for National Dues.
- C. All National Dues will be kept in a checking account to be managed by the Treasurer of the Alpha Chapter. The Alpha Chapter Treasurer is responsible for reporting the balance of the National Dues account to each chapter at the beginning and end of each semester.
- D. National Dues are to be received by the Alpha Chapter by November 1 for the fall semester and April 1 for the spring semester.
- E. Each NKE chapter should collect National Dues with its chapter dues. The chapter Treasurer should then submit a single check representing the chapter's National Dues to the Alpha Chapter Treasurer via mail. Each chapter must also submit a current roster of active, associate, and pledging sisters with the

chapter dues.

- F. National Dues are to be used to support the expenses of NKE national expansion or to support a national NKE conference. Any other use of National Dues must be approved by vote of all NKE chapters, following the voting procedure in Article XII. Such a vote requires majority support to pass.
- G. The amount of National Dues may only be changed by Constitutional amendment following the procedure in Article XIV.
- H. During the founding semester of a new chapter, National Dues are waived for all of that chapter's pledges. These pledges instead pay a National Founding Fee of \$25 per person to the National Dues account. The only exception to this is the founding of the Beta Chapter, when the National Founding Fee will be paid to the Alpha Chapter.
- I. If a chapter is late in paying its National Dues, the chapter will be assessed a \$10/week penalty.

#### Article VI – Meetings

- A. The regular weekly meetings shall be held at the same time each week during the academic year. This time and day will be determined the previous semester. The President may change the time of the regular meeting under special circumstances, provided notice is given to the membership.

#### Article VII – Pins

- A. The Nu Kappa Epsilon sorority pin serves as an emblem of the Sisterhood. Only members of the Sisterhood may wear the Nu Kappa Epsilon pin. If a sister becomes inactive as defined by their chapter, they forfeit the right to wear their pin. The pin will be worn right side up, over the heart. Pins are not to be worn with jeans, sweatshirts, t-shirts, or clothing in poor repair.
- B. The pledge pin is to worn by the pledges at all times during their pledge period. It will be worn right side up, over the heart. Pledge pins are not subject to the same dress code restrictions as the Nu Kappa Epsilon sorority pin.

#### Article VIII – Officers and Duties

The officers of this organization shall be: President, Vice President, Secretary, Treasurer, Rush Chair, Philanthropy Chair, Fundraising Chair, Ritual Chair, Merchandise Chair, Social Chair, and Historian. Each officer shall give a written report of the outcome of

major events of their office, to be kept in their notebook and passed on to the succeeding officer. The specific duties of the officers are as follows:

- A. The President is responsible for running all official meetings and overseeing all sorority activities. They also serve as a representative of Nu Kappa Epsilon at official events
- B. The Vice-President serves as music chair or delegates this responsibility to a qualified sister. They are also responsible for assisting the President with their duties and aiding in the management of committees. They serve as a liaison to other chapters. The Vice-President runs official meetings when the President is unavailable.
- C. The Secretary is responsible for taking attendance at every meeting and mandatory events, reporting absences to the President or Vice-President after these meetings and events, and taking minutes at all regular meetings and officers' meetings.
- D. The Treasurer keeps finances in order and ready for inspection at all times, collects dues, pays bills when due, writes checks for donations when appropriate, reports income and expenditures for the past month at the first meeting of each month, keeps bank statements, and keeps a budget for the current semester.
- E. The Rush Chair organizes and runs at least six events during a semester in which rush occurs. They additionally serve as a Pledge Educator, running all pledge meetings and helping the pledges fulfill the pledge requirements. They also plan retreat and sister dinners.
- F. The Philanthropy Chair provides opportunities for community service at least twice a semester and is responsible for organizing donations of funds to on campus and community venues.
- G. The Fundraising Chair is responsible for organizing at least one major event each semester. They are responsible for giving reports before, during, and after the planning and execution of an event, and makes written recommendations for improvements for these events.
- H. The Ritual Chair is responsible for ritual up-keep, pin attire enforcement, and setup and coordination of rituals.

- I. The Merchandise Chair is responsible for purchasing pins and other NKE merchandise.
- J. The Social Chair is responsible for planning at least one social event a month.
- K. The Historian is responsible for maintaining the NKE scrapbook, keeping a record of family trees, and maintaining a history of events. They maintain the chapter's website or delegates the responsibility to a qualified sister. They will also serve as Alum Secretary. They will maintain contact with NKE Alum.
- L. Additional positions fulfilling the needs of individual chapters may be created and terminated at the discretion of the chapter's officer board.

#### Article IX – Officer Board

- A. Officers' meetings will be held in the interim between meetings of the Sisterhood and will be attended by all officers listed in Article VIII.

#### Article X – Executive Board

- A. The Executive Board shall consist of: President, Vice-President, Secretary, Treasurer and Rush Chair.
- B. The Executive Board is responsible for reviewing sisters' status.
- C. The Executive Board will meet when appropriate.

#### Article XI – Election, Terms, Vacancies

- A. Elections will take place in one of the last four sister meetings of the calendar year. The date of elections is to be set in a chapter's By-Laws, and may only be changed at the discretion of the chapter's Executive Board in case of a significant conflict.
- B. Nominations will be held at the meeting prior to elections. Nominations will also be taken at the elections meeting, prior to beginning elections. Once nominations have been closed and elections have begun, no further nominations are permitted. At both meetings, nominations for offices will take place in the order of the officer listing in Article VIII, such that nominations begin with President and end with Historian. A sister may self-nominate or be nominated by another sister. All nominations require a second. The sister must be present to accept their nomination, and must be present at elections, except

with prior permission by the Executive Board. They may only be considered for three offices.

- C. The officers shall be elected in the order listed in Article VIII.
- D. Quorum must be present for elections to occur. An officer shall be elected by receiving a plurality of the votes.
- E. The officers shall be elected for a term of one calendar year. No officer may serve in the same capacity for more than two terms.
- F. Should a vacancy occur in the office of President, the Vice-President will temporarily fulfill presidential duties. The announcement of the vacancy must be made at the first meeting after the president leaves office.
- G. If the Vice-President fulfills the requirements of President and wishes to hold this office for the rest of the term, the sisterhood can vote them in through a majority vote of confidence at the meeting following the announcement of the vacancy. If the sisterhood does not give a vote of confidence, nominations can be held at that meeting, and elections take place at the following meeting. If the Vice-President is not eligible or does not wish to run for President, then nominations will be held at the meeting following the announcement of the vacancy, and elections at the subsequent meeting.
- H. If a vacancy occurs in an Executive Board position other than President, the responsibilities of that office will be handled by another member of the Executive Board as delegated by the President until an election can be carried out.
- I. In case of a vacancy in the officer board outside of the Executive Board, the responsibilities of that office will be covered by either the President or the Vice-President in cooperation with either the Secretary or the Treasurer, as delegated by the President.
- J. All vacancies shall be filled by election. The vacancy must be announced at the first possible meeting. Nominations will be taken immediately following announcement of the vacancy, and elections will be held during the next meeting.

#### Article XII – General Voting Procedures

- A. Quorum is one half the active membership plus one. Quorum may be reduced at the discretion of the attending members of the Executive Board.

- B. Before all votes, the sisterhood will be permitted to discuss the issue at hand. This discussion will be run by the highest officer possible.
- C. Votes will be counted by the two highest officers present as listed in Article VIII.
- D. For impeachment and amendments to the constitution, a two-thirds majority of the active sisterhood is required. Other issues will be passed by a simple majority of voting sisters present. Motions to be voted on require a second.
- E. A sister must have fulfilled their financial and attendance obligations as defined by the chapter's By-laws in order to vote.
- F. Vote by proxy is allowed on all issues, and any sister may motion for vote by secret ballot.
- G. All votes and discussion are confidential.

#### Article XIII – Impeachment and Removal from Office

- A. Any sister may recommend the impeachment of any officer.
- B. Grounds for impeachment include not fulfilling the duties of the office or violating state law, federal law, or the regulations of their academic institution, as pertains to their chapter.
- C. The petitioning sister must present a petition to the President, or to the next highest-ranking officer listed in Article VIII that is not involved in the petition. The petition must be brought before the sisterhood at the next meeting of the sisterhood. Between presentation of the petition and the following meeting of the sisterhood, all sisters have the opportunity to make anonymous written comments, which should be submitted to the officer who originally received the petition. At the following meeting of the sisterhood these comments and the original petition will be read aloud and the officer in question will be allowed to defend themselves. They will then leave the room for a discussion of the charges. During the discussion, no new accusations can be made.
- D. At the end of this period the sisterhood will vote on the charges and a two-thirds majority of the active sisterhood is required to remove the officer in question from office.

#### Article XIV – Amending the Constitution

- A. Any member of any chapter may propose an amendment to the Constitution by submitting a written petition to the Alpha Chapter Executive Board.
- B. This petition must describe the exact change proposed, and the arguments for enacting such a change. After receiving the petition, the Alpha Chapter must send a copy of this petition to all other chapters within two weeks. Each chapter must respond to the petition by a deadline, set by the Executive Board of the Alpha Chapter. This deadline will be at least two weeks from the date the Alpha Chapter Executive Board sends out the copies of the petition.
- C. Each chapter's response will include that chapter's vote, including the precise number of sisters that voted to accept, reject or abstain on the vote.
- D. The voting results will be sealed in an envelope. The two officers who counted their chapter's vote must sign the seal and then mail the envelope to the Alpha Chapter. All vote counts are to remain confidential. Only the Executive Board of the Alpha Chapter may examine the voting tallies from each chapter.
- E. Without knowing the votes of the other chapters, and prior to counting of other chapters' votes, the Alpha Chapter must vote on the issue. If the Alpha Chapter does not accept the proposal with a two-thirds vote, the Alpha Chapter's vote is considered a veto. If the Alpha Chapter vetoes the proposal, then a two-thirds majority of the entire sorority is needed to override the veto. If the Alpha Chapter accepts the proposal, a simple majority of the entire sorority is needed to accept the proposal.
- F. The Vice-President of the Alpha Chapter must send a written statement regarding the outcome of the voting to all chapters. If the Alpha Chapter vetoes the proposal, then the reasons for this veto must be outlined in the Vice-President's correspondence.
- G. If the Alpha Chapter vetoes the proposal, a revised proposal may be submitted for consideration the following semester.

This shall be the final Constitution of Nu Kappa Epsilon. From this day, October 26, 2005, forward, changes shall only be made as per Article XIV.

Nu Kappa Epsilon  
Alpha Chapter  
By-laws to the Constitution

I. Meetings and Attendance

- A. Attendance will be taken at all regular meetings and events designated as mandatory. Attendance at specified philanthropic events, fundraisers, recitals, concerts, and rush and pledging events is expected, including at least one philanthropy event and fundraiser per semester, unless prior approval is obtained from the Secretary. Mandatory events will be announced at least two weeks in advance.
- B. Sisters who are studying abroad or who are not in residence at the College are excused from their financial and attendance obligations to the sorority for the duration of their absence.
- C. An excused absence is one that has been approved by the Secretary prior to the event. Three excused absences will constitute one unexcused absence.
- D. The attendance book will reflect an A for a general absence from an event, and an E for an excused absence.
- E. After three unexcused absences in a semester, a sister will receive a warning that their absence from meetings and mandatory events could lead to a review of their sisterhood. At this time voting rights may be withheld by the Executive Board. After five unexcused absences in a semester, a sister's membership will be reviewed by the Executive Board. The Executive Board must notify the sister of the review at least a week ahead of time. The sister will be allowed to defend their absences to the Board. The Executive Board will vote on the option to revoke or continue the sister's membership. A unanimous vote is required in order to revoke membership. If membership is

not revoked, the case remains open to review by the Executive Board, and the sister is placed on probation, which is a period to be determined by the Board in which a sister's activity within the sorority is closely monitored.

F. The first meeting of every month shall be a formal meeting. Pins are to be worn to this meeting with appropriate attire. This meeting will run according to the established formal meeting ritual.

G. All sisters are required to serve on one committee of their choice.

H. Sisters are required to help with publicity for all events. Publicity tasks may include flyering, putting up table tents, creating a facebook event, making posters, submitting an event to Student Happenings, or reserving the SC poster and banner space.

## II. Dates

A. The sorority will set all dates for meeting times and major events (including rush, pledge period, fundraisers, and major philanthropic events) the semester before they occur whenever possible. Other events may be planned as the need arises.

## III. Election of Officers

### A. Nominations

1. Nominations will be taken at the meeting prior to and again directly before elections in order as they are listed in Article VIII of the constitution. Once closed, nominations may only be reopened in the event that all candidates for an office have been elected to other offices.

2. Nominations may be accepted in person or by proxy. Each sister may accept nominations for only three offices. A sister may withdraw herself from consideration for any office at any time.

### B. Election Procedure

1. Each candidate is given the opportunity to give a speech and answer questions from the sisterhood.

2. Discussion regarding the qualifications of each candidate will take place after their speeches. All candidates for that office will be excused from meeting during discussion.

3. The vote shall be confidential. The candidate with a simple plurality of votes will be elected. Votes are counted by the two highest officers present

who are not being considered for that office. The second highest officer will vote by written ballot before the sisterhood votes. In the case of a tie, the highest officer counting votes will vote.

#### C. Unopposed Candidates

1. Should a candidate run unopposed they must receive a simple majority vote of confidence. In the event that they do not obtain a simple majority, they are removed from consideration for that office for the remainder of the semester.

2. Nominations for this office are immediately reopened following the vote of no confidence. After the second set of nominations, elections for that office will proceed according to standard election procedures.

3. Should no one accept a nomination for the position, nominations will occur again at each meeting until the vacancy is filled. The vacancy will be filled temporarily in accordance with the procedures outlined in Article XI of the Constitution. At this time, any eligible sister not already holding a position may be considered for the position. Elections take place at the next meeting.

4. In the event that no one is elected at this time, elections will continue to be held at successive meetings until a candidate receives a plurality or a vote of confidence.

#### D. Officer Requirements

1. All presidential nominees must have been active members for one year, excluding their pledging semester.

2. All nominees for Vice-President, Secretary, Treasurer, and Rush Chair must have been an active or associate sister for one semester, excluding their pledging semester.

3. Each office may only be held by one sister.

### IV. Officer Duties

All officers should attend weekly officer meetings unless prior permission has been given from the Secretary and President. Each officer shall give a written report of the success of major events to be kept in their notebook and passed on to the succeeding officer. In addition to the duties outlined in Article VIII of the Constitution, officers must fulfill the following responsibilities:

#### A. President

1. Serve as a liaison between Nu Kappa Epsilon and the music department, administration, and campus.

2. Meet with faculty advisor periodically.

3. Run the Nu Kappa Epsilon table at all the fall activities fair and the Admitted Students Day in the spring, in cooperation with the Rush Chair.

B. Vice President

1. Chair the Expansion Committee, dedicated to forming new chapters of NKE at other colleges.
2. Assist the President in making decisions and performing any other tasks deemed necessary.

C. Secretary

1. No additional duties.

D. Treasurer

1. Manage the national account, including funding for expansion.
2. Help set prices for the community concert in the spring, in cooperation with the Fundraising Chair.

E. Rush Chair

1. Make and deliver door signs for new pledges.
2. Prepare NKE handbooks for all pledges.
3. Run the Nu Kappa Epsilon table at the fall activities fair and the Admitted Students Day in the spring, in cooperation with the President.

F. Philanthropy Chair

1. No additional duties

G. Fundraising Chair

1. Run the community concert in the spring. In the fall, prepare for the next community concert.
2. Plan a major fall fundraiser, such as but not limited to a Side-B concert or Silent Auction.

H. Ritual Chair

1. Develop rituals.
2. Maintain the book of rituals and procedures.

I. Merchandise Chair

1. Make sure that all new sisters and current sisters have pins and have the option to have guards and dangles, when appropriate.
2. Have new NKE merchandise (t-shirt, hat, etc.) available for order at least once each semester.
3. Make sure that a composite is made annually.
4. Distribute merchandise to alum when necessary.
5. Coordinate Senior Gifts in cooperation with Historian.
6. Make sure that the annual composite is displayed properly.

J. Social Chair

1. Organize an end of the semester party for the graduating seniors.
2. Participate in a committee with the social chairs of Phi Mu Alpha Sinfonia and Delta Omicron to plan a fall and spring formal.

K. Historian

1. Take pictures at all major events.
2. Maintain a record of family trees, pledge classes, and graduating seniors.
3. Write and send a newsletter to alum at least once a semester.
4. Coordinate Senior Gifts in cooperation with Merchandise Chair.
5. Maintain the national Nu Kappa Epsilon website, or delegate the task to someone qualified.

V. Sinfonicron Board Representatives

- A. The President of Nu Kappa Epsilon will sit on the board of the Sinfonicron Light Opera Company.
- B. NKE shall also have one liaison to the Sinfonicron Board. They may not hold another position on the Sinfonicron Board, but may hold another position on the NKE officer board. Nominations for the position will taken two sisterhood meetings before the Sinfonicron Board elections. They shall be elected at the sisterhood meeting immediately preceding the Sinfonicron Board elections. Normal election procedures shall apply.
- C. While agreeing to invest funds in the Sinfonicron production, NKE will require at least one meeting of the board as it is laid out in the Sinfonicron constitution per semester.

VI. Community Concert

- A. A community concert will be held each spring in order to raise funds for philanthropic efforts.
- B. The Fundraising Chair will coordinate the community concert. They will organize businesses to be visited by the end of the fall semester. The successive Fundraising Chair performs the community concert in the spring semester.

VII. Rush and Pledging

- A. At least six rush functions will be held during each semester during which rush takes place.
- B. If a quota of pledges is reached during fall rush, the sorority may decide not to hold spring rush. Quota is determined by the semester before fall rush and is based on the number of sisters graduating and desired growth of the sorority. Fall rush will occur every academic year.
- C. Each rushee must attend a specified number of rush functions to be considered for sisterhood. The number of required rush events will be set prior to rush, by majority vote of the sisterhood, when quota is set. Exceptions to this attendance requirement may be made at the discretion of the sisterhood.
- D. The sisterhood will vote on acceptance of all rushees individually prior to issuing bids. A simple majority is required to approve issue of a bid to each rushee.
- E. The pledging requirements determined by the sisterhood include: planning a recital, and social events, planning or participating in sisterhood-approved philanthropy, preparing a section of the annual NKE sisterhood scrapbook about the pledging experience and completing pledge education. After completing the requirements, the pledges will be initiated at an official ceremony.
- F. The sorority reserves the right not to initiate any pledge with a vote of two-thirds of the active voting members.
- G. The sisterhood shall set the amount of pledge dues prior to the start of rush in any given semester. Pledge dues are to be collected by the Treasurer. The sisterhood reserves the right to make pledge dues high than sister dues in order to cover high pledging costs.
- H. The Rush Chair will keep a record of pledge attendance at all pledging events.
- I. No potential big sister may intentionally spend time with a rushee with whom they did not have a relationship prior to rush during the pledge process.
  - a. This is in place until the end of Pref Night
- J. No sister may consume or provide alcohol or other illicit substances in the recognized presence of an uninitiated individual.
- K. No uninitiated sister may be present at an NKE sanctioned event where alcohol is expected to be served.

## VIII. Dues

- A. If dues are not paid in full, or if an agreement has not been reached with the Treasurer about a payment plan for dues at least two weeks before they are due, a five dollar fine will be assessed each week until the dues are paid.

## IX. NKE Funds

- A. NKE funds shall be used for sorority events, NKE-sponsored activities, and philanthropies.
- B. NKE funds shall not be used to purchase alcohol for any event.

## X. Faculty Advisor

- A. A member of the music department faculty shall be chosen by the sisterhood to be the sorority's faculty advisor.
- B. The faculty advisor will serve as a liaison to the music department and the college administration. They will serve for one year, but may be re-elected indefinitely.
- C. Faculty advisor elections are to be held at the beginning of each academic year.

## XI. By-laws Review

- A. These By-laws will be reviewed each spring by the officers.
- B. They may also be reviewed at any other time at the discretion of the Executive Board.
- C. Any proposed changes will be presented to the sisterhood for a vote. Changes will be approved by a simple plurality of votes.

## XII. Official Documents

- A. No officer may sign a binding agreement that will hold for longer than one year. Any exception to this rule must be approved by the Executive Board, and should be stated clearly in writing to the succeeding officer. Each document should be signed by the relevant officer and the highest available

number of the Executive Board. A copy of every binding agreement must be filed with the Office of Student Activities.

### XIII. Local Alum

- A. If a local alum wishes to participate in sorority events, they must pay dues of \$15 to the local chapter. There will be no national dues assessed on alum.
- B. Alum have no attendance or committee responsibilities. They have no voting rights.
- C. If an alum would like to have active status with the associated rights and responsibilities, they may petition the Executive Board. If the Executive Board agrees to allow them active status, they must fulfill all the requirements of sisterhood as set out in the constitution and By-laws.

### XIV. Parliamentary Procedure

- A. This sorority shall use *Robert's Rules of Order* as a guide whenever a question regarding parliamentary procedure arises.

Approved 1/23/17