The Constitution of Chimes Junior Honorary
Kansas State University

Preamble:
We, the members of this Junior Class Honorary, in order to promote the ideals of scholarship, leadership, and service among the Junior Class of this institution, and to better ourselves as members, do ordain and establish this constitution for the government of our organization.

Article I: Name and Purpose
Section 1:
The name of this organization shall be Chimes Junior Honorary.
Section 2:
The purpose of Chimes shall be to honor those students who have impeccably displayed the qualities of scholarship, leadership, and service to the community, and to provide educational and cultural enrichment for those selected as members.

Article II: Membership
Section 1:
Members shall be chosen from the students of the sophomore class who have exhibited the qualities of the purpose and the ideals for which we stand.
Section 2:
Minimum requirements for membership shall include a cumulative grade point average of 3.0. Prospective members must have attained a junior standing by the semester following their initiation. Members must maintain a 3.0 grade point average throughout their time in Chimes, or they will be dismissed from the organization.
Section 3:
Thirty members shall be the maximum chosen for membership.
Section 4:
Members shall be chosen by majority consent of the active members of Chimes during the first half of the spring semester and initiated within two weeks after selection.
Section 5:
Membership of the selecting class shall terminate at the time of initiation of new members.
Section 6:
Members who study abroad shall maintain membership until the initiation of new members contingent upon their full payment of dues prior to leaving.

Article III: Officers
Section 1:
The officers shall consist of a President, Vice President of Administration, Vice President of Finance, Vice President of Public Relations, Co-Vice Presidents of Event Planning, Co-Vice Presidents of Service, and Vice President of Membership.
Section 2:
The Executive Committee shall consist of the offices of President, Vice President of Administration, Vice President of Finance, and Co-Vice Presidents of Service, totaling five officers.
The officers shall be elected by a majority vote of the membership within one month of initiation.

Section 3:
Duties of the officers shall be as follows:

President
- Call and preside over all meetings
- Oversee committee chairpersons and coordinators
- Require definite, business-like work from each officer and committee
- Integrate work of committees into a fluid plan
- Chair Constitution Review Committee
- Go over recent changes to constitution with new initiated members

Vice President of Administration
- Keep a regular record of attendance at all Chimes-sponsored events (social, meetings, service projects, et al) and inform members whose membership may be in question
- Document the minutes of every meeting
- Assist the President in maintenance of communication channels
- Maintain record of Member Contact Information
- Post meeting minutes on Chimes website
- Assist with technology presentations and publicity
- Arrange for a meeting place
- Preside at those meetings from which the President is absent

Vice President of Finance
- Keep and report on financial records of the organization
- Collect all fees from the members
- Keep track of all expenditures and reimburse members for such expenditures
- Serve as a member of the Selections Committee

Vice President of Public Relations
- Promote and publicize Chimes and its activities in appropriate media, including but not limited to the following activities:
  - Family Weekend (including selection of Family of the Year)
  - Selections of new Chimes members
  - Service activities
- Promote morale and recognize outstanding individual participation
- Keep a record of Chimes activities and events held throughout the year
- Update scrapbook and maintain for future Chimes classes
- Make the Chimes t-shirt
- Maintain Chimes website
- Assist with technology presentations and publicity

Co-Vice President of Event Planning (two officers)
- Co-Chair Events Committee
- Solicit Family of the Year applications
- Lead selections process for Family of the Year
- Communicate with families of Chimes members for Family Weekend Activities
- Communicate with Family of the Year
- Provide schedule of events form Family of the Year
Plan Family Weekend Social Activity for Family of the Year, Chimes members, and their Families
- Secure accommodations for Family of the Year and a facility for the Family of the Year ceremony
- Secure plaque or other form of recognition
- Select and secure ceremony speaker
- Secure brunch/dinner for ceremony
- Plan Family brunch/dinner for ceremony
- Secure recognition at Varsity athletic event if possible
- Communicate schedule of events with Secretary
- Coordinate all Chimes social events and activities
- Communicate with appropriate officers to secure funding and member communications

Co-Vice Presidents of Service (two officers)
- Co-Chair Service Committee
- Emphasize on inter-honorary relations
- Coordinate service activities
- Communicate with appropriate officers for funding, publicity, and member communications

Vice President of Membership
- Chair the Membership Committee
- Coordinate selections of new Chimes members during the spring semester
- Includes advertising/soliciting for new members before application period, sending out applications, organizing interviews, and overseeing tapping and initiation
- Provide educational programming to all members
- Coordinate any necessary fundraising efforts

Section 5:
All officers shall be responsible for passing along complete annual records of their offices to their successors.

Section 6:
At least one faculty member shall be selected as the advisor each year at the beginning of the spring semester, unless there is one already chosen. It shall be the duty of the advisor(s) to give advice and support to the members of the organization, giving special attention to the executive committee.

Article IV: Committees
Section 1:
All members not serving as the chair of a committee shall be appointed as an at-large member of a standing committee. Standing committees include the Service Committee, Events Committee, and Membership Committee. Each standing committee shall contain a minimum of 20 percent of the Chimes membership, but it shall not exceed 40 percent.

Section 2:
Any Chimes member may serve on an Ad Hoc Committee. Ad Hoc Committees will formally include the Constitution Committee. At any time, any officer may and is encouraged to formulate an ad hoc committee.

Section 3:
Standing Committees:

Service, Chaired by the Vice President Service
- Work with other Honoraries to plan and execute all Honorary Service Projects
- Create new, enriching, and original Chimes service projects
- Implement and assist Vice President of Service in facilitating service activities and projects

Events, Chaired by the Co-Vice Presidents of Event Planning
- Assist with responsibilities of Family Weekend
- Select Family of the Year
- Set Family Weekend Schedule of events
- Suggest social activities and events for Chimes members
- Assist with planning and logistics of social events

Membership, Chaired by the Vice President of Membership
- Select potential members
- Assist with planning of induction
- Must meet upon selection of new members
- Determine selection criteria and have it approved by general membership
- Publicize scholarship opportunity to new members
- Select scholarship recipient(s)
- Assist with the responsibilities of Vice President of Membership

Ad Hoc Committees:

Constitution, Chaired by the President
- Must meet in the Spring semester at least two Chimes meetings prior to new member initiation
- Review and revise Constitution and submit report to entire membership of Chimes

Article V: Meetings

Section 1:
Meetings shall be held with regular occurrence so that the business of the organization may be conducted in proper fashion, with a minimum of one meeting each month.

Section 2:
Attendance at all regularly scheduled meetings, service events, and other required events shall be mandatory. An excused absence may include but is not limited to a documented illness, family emergency or class-related conflict with professor supervision. After three unexcused absences during the entirety of one’s term of membership, a member shall go before the Executive Committee who will then determine what action will be taken. A two-thirds vote of the Chimes membership shall be required to dismiss a member from the organization. A member may withdraw at any time if he/she feels that he/she is no longer able to fulfill the duties of membership.

Section 3:
Robert’s rules of Order shall be used as a reference for the body’s parliamentary procedures.

Article VI: Dues
An initiation fee of $45.00 shall be collected from the new members after selection of the next year’s treasurer.

**Article VII: Amendments**

**Section 1:**
This constitution shall be reviewed yearly by the Constitution Committee of Chimes.

**Section 2:**
Proposed amendments to this constitution shall be submitted in writing at a regular business meeting and voted upon at the following meeting. Adoption of any amendment will require a two-thirds affirmative vote of the entire membership of Chimes.

Date of Last Revision: March 2011