

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 and follow the attendance policy (Article V, Section II) 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 and executive committee shall consist of a President, Vice President, Treasurer, Director of Public Relations, Directors of Selections, Directors of Events, Directors of Service, Director of Scholarship, and the Director of Leadership.

Section 2:

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

1. Call and preside over all meetings
2. Prepare an agenda for all scheduled organization meetings
3. Oversee executive committee
4. Require definite, business-like work from each officer and committee
5. Integrate work of committees into a fluid plan and organization calendar
6. Chair Constitution Committee
7. Go over recent changes to constitution with new initiated members
8. Work closely with advisor(s) to draft goals for the organization
9. Preside over new member elections
10. Work with Directors of Selections to provide onboarding programming to all new members

Vice President

1. Keep a regular record of attendance at all Chimes-sponsored events (social, meetings, service projects, et all) and inform members whose membership may be in question
2. Document the minutes of every scheduled organization meetings
3. Assist the President in maintenance of communication channels
4. Maintain record of member contact information
5. Post meeting minutes on Chimes website
6. Assist with technology presentations
7. Arrange for a meeting place
8. Preside at those meetings from which the President is absent

Treasurer

1. Keep and report on financial records of the organization
2. Collect all fees from the members
3. Keep track of all expenditures and reimburse members for such expenditures
4. Determine dues in consultation with the President and Vice President
5. Report organization's financial standing at every scheduled meeting

Director of Public Relations

1. Promote and publicize Chimes and its activities in appropriate media, including but not limited to the following activities:
 - a. Family Weekend (including selection of Family of the Year)
 - b. Selections of new Chimes members
 - c. Service activities
2. Promote morale and recognize outstanding individual participation
3. Keep a record of Chimes activities and events held throughout the year digitally through photographs and videos
4. Make the Chimes t-shirt
5. Maintain Chimes website
6. Assist with technology presentations and publicity

Directors of Service (2)

1. Co-Chair Service Committee
2. Emphasize on inter-honorary relations
3. Coordinate service activities as determined by the organization
4. Communicate with appropriate officers for funding, publicity, and member communications

5. Announce community service opportunities outside of Chimes

Director of Scholarship

1. Encourages members to stay focused in their academics by organizing workshops and guest speakers pertaining to scholarship at least twice a semester
2. Communicates regularly with members outside of meetings to make sure that everyone is meeting their GPA requirement (Article II, Section II)
3. Helps members find academic resources on campus when needed
4. Work closely with the Director of Leadership in organizing workshops and guest speakers

Director of Leadership

1. Encourages members to strengthen their leadership soft skills by organizing workshops and guest speakers pertaining to leadership at least twice a semester
2. Informs members of any potential leadership opportunities on campus and in the community
3. Work closely with the Director of Scholarship in organizing workshops and guest speakers

Directors of Selections (2)

1. Co-Chair the Membership Selections Committee
 - a. Coordinate recruitment and selections of new Chimes members during the spring semester
 - b. Includes advertising/soliciting for new members before application period, sending out applications, organizing interviews, and overseeing tapping and initiation
2. Work with President to provide onboarding programming to all new members

Directors of Events (2)

1. Co-Chair Events Committee
 - a. Coordinate recruitment and selections of new Family of the Year during the spring semester.
 - b. Includes advertising/soliciting, communicating with Family of the Year, providing a schedule of events for Family of the Year, preparing recognition gift, secure recognition at Varsity athletic event, if possible.
2. Coordinate all Chimes internal events and social activities

Section 5:

All officers shall be responsible for communicating calendar events and membership expectations with the Executive Committee and members of Chimes.

Section 6:

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

Section 7:

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:

1. Service, Chaired by the Directors of Service
 - a. Work with other Honoraries to plan and execute all honorary service projects
 - b. Create new, enriching, and original Chimes service projects
 - c. Implement and assist Directors of Service in facilitating service activities and projects
2. Membership Selections, Chaired by the Directors of Selections
 - a. Make selections based off of the guidelines given in Article II
 - b. Prepare order of selection events, application, and interview questions

- c. Determine selection criteria and have it approved by general membership
 - d. Assist with planning of initiation
 - e. Assist with the responsibilities of Directors of Selections
3. Events, Chaired by the Directors of Events
- a. Assist with responsibilities of Family of the Year
 - b. Set Family of the Year schedule of events
 - c. Assist with planning of initiation
 - d. Suggest social activities and events for Chimes members
 - e. Assist with planning and logistics of social events

Section 4:

Ad Hoc Committees:

1. Constitution, Chaired by the President
- a. Must meet in the spring semester at least two Chimes meetings prior to new member initiation
 - b. 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 two meetings 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 as needed.

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.

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: April 2020