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. The officers shall be elected by a majority vote of the membership within one month of initiation.

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, Treasurer, Social Events Chair, Public Relations Chair, two Community Service Chairs, and two Event/Selections Chairs.

Section 2:
The Executive Committee shall consist of the offices of President, Vice President, Treasurer, Social Events Chair, Public Relations Chair, two Community Service Chairs, and two Event/Selections Chairs, totaling nine 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
- Assist in overseeing committee chairpersons and coordinators
- Require definite, business-like work from each officer and committee
- Integrate work of committees into a fluid plan
- Work closely with advisor(s) to draft goals for the organization
- Chair Constitution Committee when the committee is deemed necessary
- Go over recent changes to constitution with newly initiated members
- Coordinate programming and activities for all-member meetings

Vice President
- 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
- Assist in overseeing committee chairpersons and coordinators

Treasurer
- Keep and report on financial records of the organization
- Collect all fees from the members
- Oversee the Fundraising Committee
- Keep track of all expenditures and reimburse members for such expenditures
- Serve as a member of the Selections Committee
- Coordinate any necessary fundraising efforts

Social Events Chair
- Plan at least one social event a semester for all the members to attend
- Plan at least one social event a semester for the executive board to attend
- Co-lead the Social Committee
- Provide career development opportunities and educational programming for all members
- 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
- Assist Events and Selections Chairs with planning the Family Weekend social activity for Family of the Year and Chimes members

**Public Relations Chair**
- 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
- Co-lead the Social Committee
- Make the Chimes t-shirt
- Maintain Chimes’ social media platforms, including but not limited to:
  - Chimes K-State Website
  - Facebook
  - Orgsync
  - Twitter
  - Instagram
- Assist with technology presentations and publicity

**Community Service Chair** (two officers)
- Oversee Service Committee
- Announce community service opportunities outside of Chimes
- Organize a community service effort for each general meeting
- Emphasize on inter-honorary relations
- Coordinate service projects
- Communicate with appropriate officers for funding, publicity, and member communications

**Event/Selections Chair** (two officers)
- Oversee Event/Selections Committee
- Format, advertise, and solicit Family of the Year applications
- Lead selections process for Family of the Year
- Communicate with Family of the Year prior to ceremony
- Provide schedule of events for Family of the Year
- Organize the Family of the Year/Legacy Pinning ceremony, including but not limited to:
Obtaining a plaque or other form of recognition  
Acquiring a gift of appreciation

- Plan Family Weekend Social Activity for Family of the Year and Chimes members (with the Social Events Chair)
- Communicate with appropriate officers to secure funding and member communications
- Organize Chimes members into three Selections committees during the spring semester; these committees include:
  - Applications Committee
  - Interviews Committee
  - Induction Ceremony Committee
- Oversee Selections Committees to ensure the completion of advertising/soliciting for new members before application period, sending out applications, organizing interviews, and tapping and initiation of new members

**Section 5:**
In the event that a member correctly voted into office chooses to step down from their position and duties, they will be expected to appear before the Executive Committee and make their case to be relieved of their duties. Upon a two-thirds vote, the member will be released from their officer duties and expected to maintain their membership duties. A replacement for the vacant position must be voted into office at the next general meeting.

**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 a member of a standing committee. Standing committees include the Fundraising Committee, Social Committee, Service Committee, and Event/Selections. The standing committees shall contain a near equal number of members per committee.

**Section 2:**
Any Chimes member may serve on an Ad Hoc Committee. Ad Hoc Committees will formally include the Applications Committee, Interviews Committee, Induction Ceremony Committee, and Constitution Committee. At any time, any officer may and is encouraged to formulate an ad hoc committee.
Section 3:

Standing Committees:

Fundraising - Chair by the Treasurer
  ● Assist Treasurer with planning fundraising events

Social - Chaired by the Social Events and Public Relations Chair
  ● Assist with planning social events among members
  ● Help organize career development opportunities and educational programming for all members
  ● Work on scrapbook for future Chimes classes
  ● Contribute to advertising and publicizing Chimes and its activities

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

Selections - Chaired by the **Event/Selections Chair** (two officers)
  ● Assist Chair to format, advertise, and solicit Family of the Year applications
  ● Aid with selection of the Family of the Year
  ● Help with planning of Family of the Year/Legacy Pinning and Family Weekend event
  ● Communicate with appropriate officers to secure funding and member communications
  ● Serve on Selections committees during the spring semester; these committees include:
    Applications Committee
    Interviews Committee
    Induction Ceremony Committee
  ● Assist within Selections Committees to ensure the completion of advertising/soliciting for new members before application period, sending out applications, organizing interviews, and tapping and initiation of new members

Section 4:

Ad Hoc Committees:

Constitution Committee - 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

Applications Committee - Chaired by a member of the Selections Committee
  ● Must meet at the beginning of the spring semester
  ● Assist Applications and Event/Selections Chair to format, advertise, and solicit new member applications
  ● Formulate application questions
● Read, rank, and comment on applications for the Interview Committee to utilize
● Plan an informational seminar for potential new members to attend
● Establish qualities wanted in a new member class
● Collaborate with Interviews Committee to select new member class

Interviews Committee - Chaired by a member of the Selections Committee
● Must meet at the beginning of the spring semester
● Assist Interviews and Event/Selections Chair to conduct interviews
● Formulate interview questions
● Devise a plan for interview process
● Allow for all current members to conduct interviews
● Collaborate with Applications Committee to select new member class

Induction Committee - Chaired by a member of the Selections Committee
● Must meet at the beginning of the spring semester
● Plan induction/tapping ceremony
● Notify new member class of induction
● Print certificates of Chimes membership

**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 for the body’s parliamentary procedures.

**Article VI: Dues and Initiation**

**Section 1:**
A fee of $20.00 shall be collected from the new members after selection of the next year’s treasurer.
Section 2:
    Initiation and tapping ceremony will be conducted by the Inductions Committee.

**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: September 2018