

KAPPA KAPPA PSI | Southeast District

SOUTHEAST DISTRICT CONSTITUTION



APPROVED APRIL 2ND, 2017

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Preamble

Be it known that Kappa Kappa Psi, National Honorary Fraternity for College Bandmembers, is an organization operating exclusively in the field of the college and university bands, and for the following several purposes:

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. To honor outstanding band members through privilege of membership extended as a reward for technical achievement and appreciation for the best in music.
3. To stimulate campus leadership and promulgate an uncompromising respect through the medium of the college band, for gracious conduct, good taste and unswerving loyalty.
4. To foster a close relationship between college bands and promote a high average of attainment through the performance of good music and selection of worthwhile projects.
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.

Article I. General

1. Name

The name of the District shall be the Southeast District, in accordance with Section 5.1 of the National Constitution of Kappa Kappa Psi.

2. Membership

The Southeast District shall be composed of all chapters in active standing with the National Headquarters in the states of Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, and Tennessee, and any other chapters as determined by the National Council and Section 5.1 of the National Constitution.

3. Precedence

The National Constitution and any rules and edicts of the National Chapter and National Council shall take precedence over this Constitution, in accordance with Section 5.104 of the National Constitution.

Article II. Elections

1. Eligibility

To be eligible to hold any office, the following shall be submitted to the District President and District Governors at least 30 days (with the exception of appointed positions) before the opening of District Convention:

2.101 a resume.

2.102 a letter of recommendation from their chapter.

2.103 one letter of recommendation from either his/her Chapter Sponsor or Director of Bands.

2. Nominations

2.201 The Nominations Committee shall slate at most one candidate for each office.

2.202 Eligible candidates not slated may be nominated from the floor by an official delegate.

3. Voting Procedure

- 2.301** A simple majority is necessary to elect an officer.
- 2.302** If no candidate receives a majority vote, then a runoff shall take place between the two candidates with the most votes.
- 2.303** In the event of a tie, the President shall cast the tiebreaking vote.
- 2.304** If the President is running for an office where the tie vote occurred, the Vice President of Membership shall cast the tie-breaking vote.

4. Campaign Guidelines

- 2.401** All brothers wishing to campaign for a district must follow the guidelines set out by the nominations committee.
- 2.402** Any violation of the campaigning guide line shall be subject to disqualification by the nominations committee.
- 2.403** Any changes must to the campaign guide must be approved by the delegation at convention.

Article III. Officers

1. District Council

- 3.101** The Southeast District shall be under the jurisdiction of at least one Southeast District Governor, as prescribed by Section 5.201 of the National Constitution of Kappa Kappa Psi.
- 3.102** In addition to the Governor(s), the Southeast District Council shall be the elected President, Vice President of Membership, Vice President of Programs, and Secretary/Treasurer.

2. District Officers

- 3.201** Each District Officer shall be an Active or Associate member of Kappa Kappa Psi, in good standing.
- 3.202** Each District Officer be enrolled in a full-time degree program at the time of election and for the entire term of office.
- 3.203** Each District Officer and occupy only one elected District office per term.

3. President

In addition to those duties listed in the National Constitution the President shall:

- 3.301** make the forms relating to District Convention available 60 days prior to opening session.
- 3.302** make call a meeting of the Council at least twice a semester.
- 3.303** make and submit an article for publication in the spring edition of the Podium and of The Eighth Note
- 3.304** make all officer packets available to the District Council and Nominations committee 7 days prior to district convention

4. Vice President of Membership

In addition to those duties listed in the National Constitution the Vice President of Membership shall:

- 3.401** preside over all meetings of the District in the absence of the District President.
- 3.402** represent the District at all national meetings in the event that the President and Governor(s) cannot attend.
- 3.403** communicate with the National Vice President for Colonization and Membership.
- 3.404** submit an article to the spring edition of the Podium and of The Eighth Note.
- 3.405** collect, share, and provide feedback on Membership Education Programs from chapters in the District.
- 3.406** be responsible for coordinating District Leadership Conference

5. Vice President of Programs

In addition to those duties listed in the National Constitution of Member at Large, the Vice President of Programs shall:

- 3.501** oversee all district awards.
- 3.502** work towards promoting communications among chapters and colonies in the District.
- 3.503** submit an article to the spring edition of the Podium and of The Eighth Note.
- 3.504** manage projects that include but are not limited the Eighth Note Publication, and social media
- 3.505** serve as advisor of the Eighth Note Committee alongside the Southeast District Vice President of Special Projects for Tau Beta Sigma.

6. Secretary/Treasurer

In addition to those duties listed in the National Constitution, the Secretary/Treasurer shall:

- 3.601** record, publish, and distribute the District Convention minutes in which he/she served to all chapters in the District, Governor(s), National Council, and National Headquarters.
- 3.602** record publish a copy of the current District Constitution by 30 days after close of convention.
- 3.603** record District Convention; distribute to the District and post on the District Website the information regarding District Leadership Conference and District Convention 60 days prior to the respective event.
- 3.604** record the minutes of all Council meetings.
- 3.605** to notify all chapters of District and National deadlines no less than 30 days prior to the respective deadlines of any fines imposed as a result
- 3.606** record keep a record of District finances, approve appropriate reimbursements, and prepare a proposed budget to be sent to all chapters in the District at least 2 weeks prior to District Convention
- 3.607** record submit an article to the spring edition of the Podium and of The Eighth Note
- 3.608** oversee, solicit, and manage content for the District website, social media, and listserv
- 3.609** make available the minutes from any Council meeting within 7 days to the district Governors for approval

7. Parliamentarian

The Parliamentarian shall be appointed by the District Council to serve from June 1st until the close of District Convention the following year and shall not concurrently serve in another District Office

- 3.701** The Parliamentarian shall serve as advisor to the Jurisdiction Committee during District Convention.
- 3.702** The Parliamentarian shall advise the Chair on matters of parliamentary procedure and constitutionality.
- 3.703** The Parliamentarian shall be notified by May 30th of their selection

8. Webmaster

The Council reserves the right to appoint a Webmaster

- 3.801** The Webmaster shall maintain the District Website.
- 3.802** The Webmaster shall transition Website administration between terms.
- 3.803** The Webmaster must make changes to website within 2 weeks of an executive council approved request.
- 3.804** The term of Webmaster shall last from June 1st through May 31st of the next year. The Webmaster must update website with relevant available district information.

9. Reports

Each Officer shall submit a Quarterly Report to the Governor(s), Council, and the District on July 1st, October 1st, January 1st, and at the end of term.

- 3.901** These reports shall contain activities relating to the charges of that officer as per this Constitution, Governors, and constituents, and accomplishments relating to the District outside of those charges.
- 3.902** These reports should highlight progress relating to specific goals as well as problems encountered and, if applicable, solutions to both inform the District of Council affairs as well as provide a resource for future officers.

10. Vacancies

- 3.1001** In the event that the office of the President becomes vacant, the Vice President of Membership shall advance to the office of President.
- 3.1002** In the event of a vacancy in the offices of Vice President of Membership, Vice President of Programs, or Secretary/Treasurer, the District shall be notified immediately.
- 3.1003** Within 30 days of such notice, the District Council shall choose, subject to the Governor(s)' approval, an individual to fill the vacancy until the close of the next District Convention.

11. Officer Removal

An officer may be removed from office for misconduct or neglect of duty.

- 3.1101** Grievances may come from Officers, Chapters, or Governors, and shall be submitted to the Governor(s).
- 3.1102** The Governor(s) shall assess if the grievance is legitimate and handle grievances on a case-by-case basis, allowing the officer in question to speak in their defense.
- 3.1103** The Governor(s) shall solicit a recommendation from the other officers and have the final decision on whether to remove the officer.
- 3.1104** If the officer is removed, then the removed officer shall surrender all. Materials to Governor(s) immediately, and the District will be notified that the office is vacant.
- 3.1105** If the officer is not removed, the party that claimed a grievance will be notified.

12. Handbooks

Each elected officer will be required to maintain an officer handbook.

- 3.1201** At the end of the term each elected officer will be required to give their officer handbook to the corresponding incoming officer.

Article IV. Committees

1. Standing Committees

- 4.101** The standing committees of the District shall be Jurisdiction, Ways and Means, Joint Action, Nominations, Programs, and the Eighth Note Committee.

2. Other Committees

- 4.201** Other committees, standing or special, shall be appointed by the President as the District or the District Council.
- 4.202** Other committees shall be deemed necessary to carry on the work of the district.
- 4.203** Any committee may be combined with another committee, or divided into multiple committees

3. Appointment of Seats

- 4.301 Committee members shall be appointed by the President per convention.
- 4.302 No chapter shall be assigned to the same committee at two consecutive District Conventions.
- 4.303 If a President is running for an additional term, the Governor(s) shall appoint the Nominations Committee.
- 4.304 If a delegate is running for District Council, they may not sit on the Nominations Committee

4. Appointment of Chairs

- 4.401 Committee Chairs shall be appointed by the President per convention at the same time chapters are assigned to committees.

5. Jurisdiction Committee

- 4.501 The Jurisdiction Committee shall examine, recommend, changes to the constitution.
- 4.502 The Jurisdiction Committee report to the District assembled at District Convention all revisions and amendments to the District Constitution.

6. Ways and Means Committee

- 4.601 The Ways and Means Committee shall examine and make any amendments to the budget proposal submitted by the Secretary/Treasurer, and report to the delegation.
- 4.602 This committee may consider any other business related to district finances at the request of the District Council, committee members, or delegation.

7. Joint Action Committee

- 4.701 The Joint Action Committee shall examine and recommend to the delegation bids to host The Eighth Note
- 4.702 The Joint Action Committee shall examine and recommend to the delegation bids to host District Convention for the following year. This committee reserves the right to not recommend any submissions.

8. Nominations Committee

- 4.801 The Nominations Committee shall investigate the eligibility of and interview all candidates for District Council.
- 4.802 This committee shall present a list of all qualified candidates to the delegation
- 4.803 This committee reserves the right to slate, not to slate, or nominate any of the eligible candidates to any District office.
- 4.804 This committee reserves the right to not recommend any candidate to any of the offices.
- 4.805 No Brother whether by delegate or by proxy may serve on nominations committee in a year where a chapter brother is running for district office.

9. Programs Committee

- 4.901 The Programs Committee shall examine, recommend, and submit to the delegation all proposals related to the programs of the District as they find necessary.
- 4.902 This includes those related to awards, events, and communications.

Article V. Delegates and Proxies

1. Delegates

- 5.101 Each chapter of the District in good standing, (meeting all requirements of an Active chapter and not currently on suspension), shall be represented by a delegate, alternate delegate, or proxy.

2. Delegate and Proxy Form

- 5.201** Each delegate or alternate delegate of a chapter shall have an official statement signed by the chapter president and sponsor certifying that they have been duly elected by their chapter.
- 5.202** The chapter shall submit the name of the delegate, first and second alternate delegates.
- 5.203** The chapter shall submit committee preference ranking, interest in chairing a committee, and two chapters designated as potential proxies.

3. No Form Submitted

- 5.301** In the event a chapter does not delegate a proxy, the chapter shall be represented by a proxy seated in Greek alphabetical order continuing where seating at the previous District Convention ended.

4. Late Arrival

- 5.401** If a delegate arrives after the initial seating of delegates, the delegate shall immediately assume his/her chapter's voting seat.
- 5.402** At the discretion of the District Council and Governor(s) the delegate may join their assigned committee when they arrive.
- 5.403** The proxy for said chapter shall continue as a voting member in the committee upon which the proxy was originally placed.

Article VI. Official Events

1. District Leadership Conference

- 6.101** District Leadership Conference shall be held every spring to discuss topics including, but not limited to, chapter activities and leadership, District involvement, solutions to the current District problems, and the upcoming District Convention.
- 6.102** The location and date shall be determined by the District Council via a bid process, in which the deadline for submissions is set by the Vice President of Membership.

2. SED Convention

- 6.201** Beginning in the 2017 - 2018 fiscal year, Southeast District Convention will be moved in placement to a host city.
- 6.202** Prior to the beginning of the Southeast District Convention, the SED counselors and governors will determine three potential cities to host the convention for the following fiscal year.
- 6.203** Upon selection of the potential host cities, an event planner selected by the district counselors/governors will be called upon to create an individual bid for each potential host city
- 6.204** The host city is not required to have a current active chapter of Tau Beta Sigma or Kappa Kappa Psi.
- 6.205** The Joint Actions Committee of Kappa Kappa Psi and Tau Beta Sigma will review each individual bid presented by the event planner to determine the slate for the host city for the following fiscal year.
- 6.206** The slate will be presented to be voted on by the joint delegation at the closing joint session of the Southeast District Convention.
- 6.207** Host Chapters will be selected by the SED district councils based on chapter involvement, leadership, and completion of district and national requirements. The respective councils may determine other eligibility factors.
- 6.208** The host chapter's primary location may differ from the selected host city. Numerous chapters may be selected as hosts for the SED Convention; to be determined by district councils based on chapter's qualifications and the need for assistance.

Article VII. Finance

1. Account

7.101 All accounts of the District shall be held by the National Headquarters in accordance with the National Constitution. All financial transactions shall be in accordance with Section 5.401 of the National Constitution.

2. Budget

7.201 District financial business shall be dictated by a budget created by the Secretary/Treasurer and approved by the delegation.

3. Reimbursements

7.301 All reimbursement requests must be submitted to the Secretary/Treasurer no later than two weeks after the funds are used.

7.302 Requests submitted after the deadline will only be allowed reimbursement from unallocated monies from the previous term at the discretion of the Governor(s).

4. Officer Expenses

7.401 Expenses of District Officers shall be included in the budget.

7.402 When approved by the District Governor(s), officers shall be reimbursed by the District upon the presentation of a valid receipt for the money disbursed in the name of the District.

7.403 Reimbursements shall not exceed the amounts allocated unless approved by the Governor(s). Unallocated monies may not be used for reimbursement unless approved by the Governor(s).

Article VIII. Publications

1. The Eighth Note

8.101 The name of the Southeast District Publication shall be The Eighth Note.

8.102 The Eighth Note shall consist of media solicited by and submitted to the standing committee.

8.103 Eighth Note shall be led by the Eighth Note Committee and its advisors.

2. Committee

8.201 The Eighth note committee shall review and edit submissions to the Eighth Note.

8.202 The Eighth note committee shall communicate and advertise for the Eighth Note (which shall include soliciting articles and notifying when articles have been published) through email, social media, and other forms of communication.

8.203 The Eighth Note committee shall be composed of six members and those members shall serve from the time of their selection until the close of the Southeast District Convention.

8.204 There shall be three members from each organization, including the chair of each committee.

8.205 All committee members shall be active members of their respective organizations.

8.206 The committee shall be selected by way of applications to the committee.

8.207 There shall be two chairs for the Eighth Note committee, a chair from Kappa Kappa Psi and a chair from Tau Beta Sigma.

8.208 These committee chairs shall be selected by their respective Southeast District Councils, prior to the announcement of the committee, via virtual interviews.

8.209 The Kappa Kappa Psi Vice President of Programs and Tau Beta Sigma Vice President of Special Projects shall serve as advisors to the committee.

3. Committee Selection

- 8.301 The committee shall be selected by way of applications to the committee.
- 8.302 Applications shall be distributed to the District by September 1st.
- 8.303 The application deadline shall be determined by the standing councils.
- 8.304 The Committee shall be decided and established by October 10th.

4. Website and Publication

- 8.401 The primary source of the Eighth Note shall be the website where it is hosted.
- 8.402 If the committee sees it fit to do so there shall be a print publication of the Eighth Note to be presented at the Southeast District Convention.
- 8.403 Following each cycle of the Eighth Note, there shall be one print publication that is sent to National Headquarters for record keeping purposes.
- 8.404 There shall be one committee member each from Kappa Kappa Psi and Tau Beta Sigma in charge of maintaining the website and ensuring it is updated.

5. Required Content

- 8.501 Each issue should include content from at least one National Officer, each Southeast District elected officer, previous District Convention hosts, a calendar of District and National events and deadlines, and additional submissions from SED chapters.
- 8.502 The following themes are required to appear in the Eighth Note in each cycle:
Brotherhood/Sisterhood, Musicianship/Music, Service, fundraising and leadership.

Article IX. Website

1. Content

- 9.101 The website shall include, but not be limited to an updated calendar of events, District Leadership Conference and District Convention information, and other relevant forms, documents, applications, and files.

2. Administration

- 9.201 The website shall be the responsibility of the Webmaster.

Article X. Awards

1. Awards

- 10.101 The awards of the Southeast District shall be the Citation of Musical Excellence, the Chapter Service Award, the Chapter Leadership Award, and the Ronald J. Sarjeant District Involvement Award.
- 10.102 The criteria for these awards shall be under the discretion of the Council.

2. Deadlines

- 10.201 The Council shall make all award applications available 60 days prior to convention. Award applications will be due 30 days prior to convention.

3. Disqualification

- 10.301 If it is determined that a chapter has Inactive members attending District Convention, then eligibility for any District Awards is forfeited.

4. NIB Scholarship

10.401 Scholarships will be awarded by application to Active or Associate members in the Southeast District to aid in the expenses of participation in the National Intercollegiate Band.

10.402 The amount of this scholarship shall be determined by the Council.

Article XI. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the District in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the District may adopt.

Article XII. Amendment

1. Amendment

This Constitution may be amended at any regular District Convention by a two-thirds favorable vote by the chapters present and eligible to vote. All amendments take effect at the close of convention.

2. Suspension

An article or section of this constitution may be suspended by a two-thirds vote, provided that the suspension of the article or section does not cause conflict with the National Constitution. Suspension of the constitution shall otherwise be considered as a motion to suspend the rules.