

Southeast District of Kappa Kappa Psi

Constitution



Ratified at Southeast District Convention 2018

April 15, 2018

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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.

1. General

1.1. Name

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

1.2. Membership

- 1.2.1. 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.

1.3. Precedence

- 1.3.1. 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.

1.4. Amendment

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

1.5. Suspension

- 1.5.1. 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.
- 1.5.2. Suspension of the constitution shall otherwise be considered as a motion to suspend the rules.

1.6. Parliamentary Procedure

- 1.6.1. 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.

2. Elections

2.1. Election Eligibility

- 2.1.1. To be eligible for election for any office, a Brother shall submit the following to the District President and District Governors at least 30 days prior to the opening of District Convention:
 - 2.1.1.1. a resume.
 - 2.1.1.2. a letter of recommendation from their chapter.
 - 2.1.1.3. a letter of recommendation from either their Chapter Sponsor or Director of Bands.

2.2. Nominations

- 2.2.1. The Nominations Committee shall slate at most one candidate for each office.
- 2.2.2. Eligible candidates not slated may be nominated from the floor by an official delegate.

2.3. Voting Procedure

- 2.3.1. If no candidate receives a majority vote, then a runoff shall take place between the two candidates with the most votes.
- 2.3.2. In the event of a tie, the President shall cast the tie-breaking vote.
- 2.3.3. If the President is running for an office where the tie vote occurred, the Vice President of Membership shall cast the tie-breaking vote.

2.4. Campaign Guidelines

- 2.4.1. All brothers wishing to campaign for district office must follow the guidelines set out by the Nominations Committee.
- 2.4.2. Any violation of the campaign guidelines shall subject the brother to disqualification for district office by the Nominations Committee.
- 2.4.3. Any changes to the campaign guidelines must be approved by the delegation at convention.

3. Officers

3.1. District Council

- 3.1.1. 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.

- 3.1.2. The Elected Officers of the Southeast District Council shall be the President, Vice President of Membership, Vice President of Programs, and Secretary/Treasurer.
- 3.1.3. The Appointed Officers of the Southeast District Council shall be the Parliamentarian, and the Webmaster. Appointed Officers shall serve from June 1st until the close of District Convention the following year.
- 3.1.4. A special meeting of the Governor(s) and Elected Officers of the Southeast District Council shall be called prior to May 30th, following the completion of the District Convention, to choose the Appointed Officers. A majority vote of this body shall be necessary to appoint each Appointed Officer. This body may, by majority vote, choose to not appoint a Webmaster should they see fit. Appointed officers shall be notified of their appointment prior to June 1st.
- 3.1.5. The Southeast District Council shall be composed of the Southeast District Governor(s), the Elected Officers, and the Appointed Officers.
- 3.1.6. In decisions of the District Council, each of the Governor(s) and Elected officers shall cast one vote. Appointed Officers shall never vote on decisions of the District Council. A majority vote of the District Council shall be necessary to reach a verdict.

3.2. District Officer Eligibility

- 3.2.1. Each District Officer shall be an Active or Associate member of Kappa Kappa Psi, in good standing.
- 3.2.2. Each District Officer shall be enrolled in a full-time degree program at the time of election and for the entire term of office.
- 3.2.3. Each District Officer may occupy no more than one district office per term.

3.3. District Officer Duties

3.3.1. President

- 3.3.1.1. They shall perform all duties prescribed to the District President in the National Constitution.
- 3.3.1.2. They shall make the forms relating to District Convention available 60 days prior to opening session.
- 3.3.1.3. They shall call a meeting of the District Council at least twice a semester.
- 3.3.1.4. They shall make and submit an article for publication in the spring edition of the Podium and of The Eighth Note.
- 3.3.1.5. They shall make all officer packets available to the District Council and Nominations committee 7 days prior to district convention.

3.3.2. Vice President of Membership

- 3.3.2.1. They shall perform all duties prescribed to the District Vice President of Membership in the National Constitution.

- 3.3.2.2. They shall preside over all meetings of the District in the absence of the District President.
- 3.3.2.3. They shall represent the District at all national meetings in the event that the President and Governor(s) cannot attend.
- 3.3.2.4. They shall communicate with the National Vice President for Colonization and Membership.
- 3.3.2.5. They shall submit an article to the spring edition of the Podium and of The Eighth Note.
- 3.3.2.6. They shall collect, share, and provide feedback on Membership Education Programs from chapters in the District.
- 3.3.2.7. They shall be responsible for coordinating District Leadership Conference.

3.3.3. Vice President of Programs

- 3.3.3.1. They shall perform all duties prescribed to the District Member at Large in the National Constitution.
- 3.3.3.2. They shall oversee all district awards.
- 3.3.3.3. They shall promote communication among chapters and colonies in the District.
- 3.3.3.4. They shall submit an article to the spring edition of the Podium and of The Eighth Note.
- 3.3.3.5. They shall manage projects that include but are not limited the Eighth Note Publication, and social media.
- 3.3.3.6. They shall serve as advisor of the Eighth Note Committee alongside the Southeast District Vice President of Special Projects for Tau Beta Sigma.

3.3.4. Secretary/Treasurer

- 3.3.4.1. They shall perform all duties prescribed to the District Secretary-Treasurer in the National Constitution.
- 3.3.4.2. They shall record, publish, and distribute the District Convention minutes in which They served to all chapters in the District, Governor(s), National Council, and National Headquarters.
- 3.3.4.3. They shall publish a copy of the current District Constitution within 30 days after the close of District convention.
- 3.3.4.4. They shall 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.
- 3.3.4.5. They shall record the minutes of all Council meetings.
- 3.3.4.6. They shall notify all chapters of District and National deadlines no less than 30 days prior to the respective deadlines.
- 3.3.4.7. They shall 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.

3.3.4.8. They shall submit an article to the spring edition of the Podium and of The Eighth Note.

3.3.4.9. They shall make available the minutes from any Council meeting within 7 days to the district Governors for approval.

3.3.5. Parliamentarian

3.3.5.1. They shall serve as advisor to the Jurisdiction Committee during District Convention.

3.3.5.2. They shall advise the Chair on matters of parliamentary procedure and constitutionality.

3.3.5.3. They shall make grammatical corrections to this Constitution when necessary, subject only to approval by the District Governor(s). These changes shall take effect immediately upon approval.

3.3.6. Webmaster

3.3.6.1. They shall maintain the District Website.

3.3.6.2. They shall transition website administration between terms.

3.3.6.3. They shall make changes to the website within 2 weeks of a District Council approved request.

3.3.6.4. They shall update the website with relevant available district information.

3.4. Reports

3.4.1. 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.

3.4.2. 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.

3.4.3. 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.

3.5. Vacancies

3.5.1. In the event that the office of the President becomes vacant, the Vice President of Membership shall advance to the office of President.

3.5.2. 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.

3.5.2.1. 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.

3.6. Officer Removal

- 3.6.1. An officer may be removed from office for misconduct or neglect of duty.
- 3.6.2. Grievances may come from Officers, Chapters, or Governors, and shall be submitted to the Governor(s).
 - 3.6.2.1. 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.
 - 3.6.2.2. The Governor(s) shall solicit a recommendation from the other officers and have the final decision on whether to remove the officer.
 - 3.6.2.3. If an officer is removed, then the removed officer shall surrender all materials to the Governor(s) immediately, and the District will be notified that the office is vacant.
 - 3.6.2.4. If the officer is not removed, the party that claimed a grievance will be notified.

3.7. Handbooks

- 3.7.1. Each officer will be required to maintain an officer handbook.
- 3.7.2. At the end of the term, each officer will be required to give their officer handbook to the corresponding incoming officer.

4. Committees

4.1. Standing Committees

4.1.1. Jurisdiction Committee

- 4.1.1.1. The Jurisdiction Committee shall examine and recommend changes to the Constitution.

4.1.2. Ways and Means Committee

- 4.1.2.1. 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.
- 4.1.2.2. This committee may consider any other business related to district finances at the request of the District Council, committee members, or delegation.

4.1.3. Joint Action Committee

- 4.1.3.1. The Joint Action Committee shall examine and recommend to the delegation bids to host The Eighth Note.
- 4.1.3.2. 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.

4.1.4. Nominations Committee

- 4.1.4.1. The Nominations Committee shall investigate the eligibility of and interview all candidates for District Council.
- 4.1.4.2. This committee shall present a list of all qualified candidates to the delegation.
- 4.1.4.3. This committee reserves the right to slate, not to slate, or nominate any of the eligible candidates to any District Office.
- 4.1.4.4. This committee reserves the right to not recommend any candidate to any of the offices.

4.1.5. Programs Committee

- 4.1.5.1. The Programs Committee shall examine, recommend, and submit to the delegation all proposals related to the programs of the District as they find necessary.
 - 4.1.5.1.1. This includes those related to awards, events, and communications.
- 4.1.5.2. The Programs Committee shall select the recipient for the Zachary T. Stoddard Exemplary Brother Award no less than seven (7) days prior to the opening of the Southeast District Convention.

4.1.6. Eighth Note Committee

- 4.1.6.1. The Eighth Note Committee shall function as prescribed in sections 8.2 and 8.3.

4.2. Other Committees

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

4.3. Appointment of Seats

- 4.3.1. Committee members shall be appointed by the President per convention.
- 4.3.2. Committee members shall be appointed and notified by eleven (11) days prior to the opening of the Southeast District Convention.
- 4.3.3. No chapter shall be assigned to the same committee at two consecutive District Conventions.
- 4.3.4. If a President is running for an additional term, the Governor(s) shall appoint the Nominations Committee.

- 4.3.5. No Brother, whether by delegate or by proxy, may serve on Nominations Committee in a year where a brother from their chapter is running for district office.

4.4. Appointment of Chairs

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

5. Delegates and Proxies

5.1. Delegates

- 5.1.1. 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.

5.2. Delegate and Proxy Form

- 5.2.1. 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.
- 5.2.2. The chapter shall submit the names of the delegate, first alternate delegate, and second alternate delegate.
- 5.2.3. The chapter shall submit committee preference ranking, interest in chairing a committee, and two chapters designated as potential proxies.
- 5.2.4. 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.

5.3. Late Arrival

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

6. Official Events

6.1. District Leadership Conference

- 6.1.1. District Leadership Conference shall be held jointly with Tau Beta Sigma every spring, at the discretion of the Vice Presidents of Membership of the Southeast District of Kappa Kappa Psi and Tau Beta Sigma, to discuss

topics such as chapter activities and leadership, District involvement, solutions to current District problems, and the upcoming District Convention.

- 6.1.2. Chapters interested in hosting District Leadership Conference shall submit a bid to the District Councils of Tau Beta Sigma and Kappa Kappa Psi by a prescribed deadline set by the District Councils. Bids shall include a detailed budget plan for hosting the conference, with the understanding that this budget will be covered by the host chapters. If no bids are received to host the conference by the prescribed deadline, the District Councils will determine a site, which must be approved by the District Governor(s) and Counselor(s).
- 6.1.3. District Leadership Conference is intended to be a free event for both host chapter and attendees. Therefore, host chapter(s) and the Vice Presidents of Membership must work together to minimize costs of the convention.

6.2. SED Convention

- 6.2.1. The Southeast District Convention shall be placed at a host city or host school.
- 6.2.2. The Southeast District Councils will accept bids to host the upcoming fiscal year's Southeast District Convention from potential host schools. Bids to host the convention for the upcoming fiscal year must be received at least thirty (30) days prior to the Southeast District Convention of the current fiscal year.
- 6.2.3. Each bid from host schools must contain at least two available dates and a proposed budget. The District Councils, the District Governor(s), and the District Counselor(s) shall choose the final date. Bids for each school must be presented at the Southeast District Convention to the Joint Actions Committee of Kappa Kappa Psi and Tau Beta Sigma.
- 6.2.4. Prior to the beginning of the Southeast District Convention, the Southeast District Councils may determine up to three potential cities to host the Southeast District Convention for the upcoming fiscal year.
- 6.2.5. The host city is not required to have a current active chapter of Kappa Kappa Psi nor Tau Beta Sigma.
- 6.2.6. Upon selection of the potential host cities, an event planner may be selected by the District Governor(s) and Counselor(s) to create an individual bid for each potential host city. Bids for each city must be presented at the Southeast District Convention to the Joint Actions Committee of Kappa Kappa Psi and Tau Beta Sigma.
- 6.2.7. The Joint Actions Committee of Kappa Kappa Psi and Tau Beta Sigma will review each individual bid to propose a slate for the host of the Southeast District Convention of the upcoming fiscal year.

- 6.2.8. The slate will be presented to be approved by the Joint Delegation at the Joint Closing Session of the Southeast District Convention.
- 6.2.9. For conventions occurring at host cities, host chapters will be selected by the Southeast District Councils based on chapter involvement, leadership, and completion of District and National requirements. The respective councils may determine other eligibility factors.
- 6.2.10. The host chapter(s)' primary location may differ from the selected host city. Multiple chapters may be selected as hosts for the convention, at the discretion of the District Councils, based on the chapter(s)' qualifications and the need for assistance.

7. Finance

7.1. Account

- 7.1.1. 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.

7.2. Budget

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

7.3. Reimbursements

- 7.3.1. All reimbursement requests must be submitted to the Secretary/Treasurer no later than two weeks after the funds are used.
- 7.3.2. Requests submitted after the deadline will only be allowed reimbursement from unallocated monies from the previous term at the discretion of the Governor(s).

7.4. Officer Expenses

- 7.4.1. Expenses of District Officers shall be included in the budget.
- 7.4.2. 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.
- 7.4.3. 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).

8. Publications

8.1. General

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

- 8.1.2. The Eighth Note shall consist of media solicited by and submitted to the standing committee.
- 8.1.3. Eighth Note shall be led by the Eighth Note Committee and its advisors.

8.2. Eighth Note Committee

- 8.2.1. The Eighth Note Committee shall review and edit submissions to the Eighth Note.
- 8.2.2. 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.
- 8.2.3. The Eighth Note committee shall be composed of eight members and those members shall serve from the time of their selection until the close of the Southeast District Convention.
- 8.2.4. There shall be four members from each organization, including the chair of each committee.
- 8.2.5. All committee members shall be active members of their respective organizations.
- 8.2.6. The committee shall be selected by way of applications to the committee.
- 8.2.7. There shall be two chairs for the Eighth Note committee, a chair from Kappa Kappa Psi and a chair from Tau Beta Sigma.
 - 8.2.7.1. These committee chairs shall be selected by their respective Southeast District Councils, prior to the announcement of the committee, via virtual interviews.
- 8.2.8. The Kappa Kappa Psi Vice President of Programs and Tau Beta Sigma Vice President of Special Projects shall serve as advisors to the committee.

8.3. Committee Selection

- 8.3.1. The committee shall be selected by way of applications to the committee.
- 8.3.2. Applications shall be distributed to the District by September 1st.
- 8.3.3. The application deadline shall be determined by the standing councils.
- 8.3.4. The Committee shall be decided and established by October 10th.

8.4. Website and Publication

- 8.4.1. The primary source of the Eighth Note shall be the website where it is hosted.
- 8.4.2. 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.
- 8.4.3. Following each cycle of the Eighth Note, there shall be one print publication that is sent to National Headquarters for record keeping purposes.

- 8.4.4. 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.

8.5. Required Content

- 8.5.1. 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.
- 8.5.2. The following themes are required to appear in the Eighth Note in each cycle: Brotherhood/Sisterhood, Musicianship/Music, Service, fundraising and leadership.

9. Other

9.1. Website

- 9.1.1. 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.
- 9.1.2. The website shall be the responsibility of the Webmaster.

9.2. Awards

- 9.2.1. The awards of the Southeast District shall be the Citation of Musical Excellence, the Chapter Service Award, the Chapter Leadership Award, the Ronald J. Sarjeant District Involvement Award, and the Zachary T. Stoddard Exemplary Brother Award.
- 9.2.2. The criteria for these awards shall be under the discretion of the District Council.
- 9.2.3. The Zachary T. Stoddard Exemplary Brother Award shall be awarded by the Programs committee.
- 9.2.4. The District Council shall make all award applications available 60 days prior to convention. Award applications will be due 30 days prior to convention.
- 9.2.5. If it is determined that a chapter has Inactive members attending District Convention, then eligibility for any District Awards is forfeited.

9.3. Scholarships

- 9.3.1. 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.
 - 9.3.1.1. The amount of this scholarship shall be determined by the Council.