

# **Kappa Kappa Psi Southeast District Constitution**



**Approved – March 23, 2014**

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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 Southeast District, in accordance with the National Constitution of Kappa Kappa Psi, National Honorary Fraternity.
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 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.

## **Article II. Officers**

1. District Council: The Southeast District shall be under the jurisdiction of at least one Southeast District Governor, as prescribed by the National Constitution of Kappa Kappa Psi. 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. Requirements: Each District Officer shall be an Active or Associate member of Kappa Kappa Psi, maintain a 2.75 GPA, be enrolled in a full-time degree program at the time of election and for the entire term of office, and occupy only one elected District office per term.
3. Eligibility: To be eligible to hold any elected office, the following shall be submitted to the District President at least 30 days before the opening of District Convention: a resume, a letter of recommendation from their chapter, and one letter of recommendation from either his/her Chapter Sponsor or Director of Bands.

4. Nominations: The Nominations Committee shall slate at most one candidate for each office. Eligible candidates not slated may be nominated from the floor by an official delegate. If an office does not have any eligible candidates, a candidate may be nominated from the floor.
5. Voting Procedure: A simple majority is necessary to elect an officer. If no candidate receives a majority of the vote, then a runoff shall take place between the two candidates with the most votes. In the event of a tie, the President shall cast the tie-breaking vote.
6. President: In addition to those duties listed in the National Constitution, the President shall make the forms relating to District Convention available 60 days prior to opening session; call a meeting of the Council at least twice a semester; and submit an article for publication in the spring edition of *the Podium* and of *The Eighth Note*.
7. Vice President of Membership: In addition to those duties listed in the National Constitution, the Vice President of Membership shall preside over all meetings of the District in the absence of the District President; represent the District at all national meetings in the event that the President and Governor(s) cannot attend; communicate with the National Vice President for Colonization and Membership; submit an article to the spring edition of *the Podium* and of *The Eighth Note*; and collect, share, and provide feedback on Membership Education Programs from chapters in the District. The Vice President of Membership shall be responsible for coordinating District Leadership Conference.
8. Vice President of Programs: In addition to those duties listed in the National Constitution of Member at Large, the Vice President of Programs shall represent the Southeast District membership at all times; work towards promoting communications among chapters and colonies in the District; submit an article to the spring edition of the Podium and of The Eighth Note; manage projects that include but are not limited to district awards, the Eighth Note Publication, and social media.
9. Secretary/Treasurer: In addition to those duties listed in the National Constitution, the Secretary/Treasurer shall 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; publish a copy of the current District Constitution by 30 days after close of 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; record the minutes of all Council meetings; 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; 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; submit an article to the spring edition of *the Podium* and of *The Eighth Note*; oversee, solicit, and manage content for the District website, social media, and listserv.
10. Parliamentarian: The Parliamentarian shall be appointed by the District Council to serve from District Leadership Conference until the close of District Convention and shall not concurrently serve in another District Office. The Parliamentarian shall serve as advisor to the Jurisdiction Committee during District Convention and advise the Chair on matters of parliamentary procedure and constitutionality.
11. Webmaster: The Council may optionally appoint a Webmaster to maintain the District Website and transition Website administration between terms.

12. Reports: Each Officer shall submit a Quarterly Report to the Governor(s), Council, and the District on July 1<sup>st</sup>, October 1<sup>st</sup>, January 1<sup>st</sup>, and at the end of term. 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.
13. Vacancies: In the event that the office of the President becomes vacant, the Vice President of Membership shall advance to the office of President. In the event of a vacancy in the offices of Vice President of Membership, Secretary/Treasurer, or Member-at-Large, the District shall be notified immediately. 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.
14. Officer Removal: An officer may be removed from office for misconduct or neglect of duty. Grievances may come from Officers, chapters, or Governors, and shall be submitted to the Governor(s). 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. The Governor(s) shall solicit a recommendation from the other officers and have the final decision on whether to remove the officer. 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. If the officer is not removed, the party that claimed a grievance will be notified.

### **Article III. Committees**

1. Standing Committees: The standing committees of the District shall be Jurisdiction, Ways and Means, Nominations, Joint Action, and Programs.
2. Other Committees: Such other committees, standing or special, shall be appointed by the President as the District or the District Council shall from time to time deem necessary to carry on the work of the district. Any committee may be combined with another committee, or divided into multiple committees.
3. Appointment: Each committee shall be appointed by the President on a rotating basis such that no chapter shall be assigned to the same committee at two consecutive District Conventions. If a President is running for an additional term, the Governor(s) shall appoint the Nominations Committee.
4. Jurisdiction Committee: The Jurisdiction Committee shall examine, recommend, and report to the District assembled at District Convention all revisions and amendments to the District Constitution.
5. Ways and Means Committee: 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. This committee may consider any other business related to district finances at the request of the District Council, committee members, or delegation.
6. Joint Action Committee: The Joint Action Committee shall examine and recommend to the delegation bids to host *The Eighth Note* and District Convention for the following year. This committee reserves the right to not recommend any submissions.

7. Nominations Committee: The Nominations Committee shall investigate the eligibility of and interview all candidates for District Council. This committee shall present a list of all qualified candidates to the delegation; reserves the right to slate, not to slate, or nominate any of the eligible candidates to any District office; and reserves the right to not recommend any candidate to any of the offices.
8. Programs Committee: The Programs Committee shall examine, recommend, and submit to the delegation all proposals related to the programs of the District as they find necessary, including those related to awards, events, and communications.

#### **Article IV. Delegates and Proxies**

1. Delegates: 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 & Proxy Form: 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. The chapter shall submit the name of the delegate, first and second alternate delegates, committee preference ranking, and two chapters designated as potential proxies.
3. No Form Submitted: 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: If a delegate arrives after the initial seating of delegates, the delegate shall immediately assume his/her chapter's voting seat. At the discretion of the District Council and Governor(s) the delegate may join their assigned committee when they arrive. However, the proxy for said chapter shall continue as a voting member in the committee upon which the proxy was originally placed.

#### **Article V. Official Events**

1. District Leadership Conference: 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. 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. District Convention: A regularly called convention of the District shall be held every year in the spring. Official delegates from a majority of chapters of the District, together with at least two Council members shall constitute a quorum at the District Convention. The District will be notified four weeks in advance of registration fees as approved by the Governor(s). Minutes of the meeting shall include session notes, Committee and Officer Reports, and any other relevant information from the District Convention.
3. District Convention Bids: Chapters must submit bids according to the guidelines set by the District Council. Physical copies of bids for the following year's convention must be submitted to both co-chairs of the Joint Action committee before the closing of opening joint session in order to be eligible for consideration.

## **Article VI. Finance**

1. Account: 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 the National Constitution.
2. Budget: District financial business shall be dictated by a budget approved by the delegation.
3. Reimbursements: All reimbursement requests must be submitted to the Secretary/Treasurer two weeks after the funds are used. Requests submitted after the deadline will only be allowed reimbursement from unallocated moneys from the previous term at the discretion of the Governor(s).
4. Officer Expenses: Expenses of District Officers shall be included in the budget. 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. Reimbursements shall not exceed the amounts allocated unless approved by the Governor(s). Unallocated moneys may not be used for reimbursement unless approved by the Governor(s).

## **Article VII. Publications**

1. *The Eighth Note*: The name of the Southeast District Publication shall be *The Eighth Note*. *The Eighth Note* shall consist of media solicited by and submitted to the publishing chapter(s); shall be hosted by one or more Active Chapters in the District; and shall be bid upon annually at District Convention and reviewed by the Joint Action Committee.
2. Bids: Chapters must submit bids to host the Eighth Note according to guidelines set by the District Council. Bids to host the following year's Eighth Note publication must be submitted to both co-chairs of the Joint Action committee prior to the close of opening joint session in order to be eligible for consideration. Bids shall include a proposed sample publication. In absence of any bids, the District Council shall select the publishing chapter(s).
3. Editions: *The Eighth Note* shall be published in the spring and rolling submissions shall be made online throughout the year with a formal publication. A printed publication may be provided at the host chapter's discretion. The deadline for submission of the articles to be placed in the formal publication may be left to the choice of the host chapter. Host chapters must have a digital format of the publication ready no later than 2 weeks prior to District Convention. *The Eighth Note* shall be distributed electronically to all Chapters, Colonies, District Officers, Governor(s), other District Presidents, National Officers, members of the Board of Trustees, and the National Headquarters.
4. Required Content: Each issue should include content from at least one National Officer, each Southeast District elected officer, chapter reports and letters, previous District Convention hosts, and a calendar of District and National events and deadlines.

## **Article VIII. Website**

1. Content: 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: The website shall be the responsibility of the District Secretary/Treasurer unless the District Council elects to appoint a Webmaster.

#### **Article IX. Awards**

1. Awards: 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. The criteria for these awards shall be under the discretion of the Council.
2. Deadlines: 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: If it is determined that a chapter has Inactive members attending District Convention, then eligibility for any District Awards is forfeited.
4. NIB Scholarship: 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. The amount of this scholarship shall be determined by the Council.

#### **Article X. 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 XI. 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.