

Tau Beta Sigma Western District Constitution

Revised:

April 10, 2016

Article I – General

1.1 This document establishes the authorized regulations pertaining to the functions and operations of the Western District and is intended for use in conjunction with the National Constitution of Tau Beta Sigma and the Western District Joint Constitution.

1.2 This document shall not take precedence over the National Constitution of Tau Beta Sigma.

1.3 Tau Beta Sigma recognizes Kappa Kappa Psi as an equal associated organization with a similar purpose, function, and role in the college and university band setting.

Article II – Officers

2.1 Candidates for elected District Office shall:

2.1.1 Be an active or associate member in good standing of the Sorority.

2.1.2 Complete an interview with the Nominations Committee.

2.1.3 Submit a cover letter and resume including personal information and goals for the office.

2.1.4 Submit a letter of recommendation from their chapter.

2.1.4.1 Chapter letter must verify that the candidate is in good standing with the chapter.

2.1.5 Submit a letter of recommendation from their Chapter Sponsor.

2.1.6 Candidates for the Western District President shall be an active member for at least one (1) calendar year.

2.2 Each District Officer shall hold no more than two (2) consecutive single-year terms in the

same office.

2.3 The Tau Beta Sigma Western District Council shall consist of President, Vice President of Membership, Vice President of Special Projects, and Secretary-Treasurer. Officer duties are outlined in the National Constitution.

2.4 In addition, President shall:

2.4.1 Communicate to the chapters on matters pertaining to district business and national affairs.

2.5 In addition, the Vice President of Membership shall:

2.5.1 Be responsible for regular communication and correspondence with the appropriate chapter officers regarding membership retention, membership education, and expansion.

2.6 In addition, the Vice President of Special Projects shall:

2.6.1 Be responsible for creating and developing projects to benefit the District, as directed by the District Council and Counselor.

2.6.2 Compile events, names, dates and activities of importance to the district and update the District History each year. The District History shall be published within one (1) week after District Convention via the Western District website and announced via the Western District listserv.

2.6.3 Develop and promote district and national programs.

2.6.4 Submit to the Western District Convention Minutes a Programs Report that addresses the state of the District and National Programs.

2.7 In addition, the Secretary-Treasurer shall:

2.7.1 Record, publish, and distribute the minutes of all meetings of the district to the District Council, the District Counselor, and the National President.

2.7.2 Control the receipt and disbursement of all monies of the district.

2.7.3 Compile and distribute a district directory twice per year.

2.7.4 Submit a detailed ledger to be included in the above minutes of all of the district expenses during their term by the beginning of the opening joint session at the District Convention.

2.7.5 Submit a proposed budget to be included in the above minutes for the following term that is based on the above ledger to the district by the beginning of the opening joint session at the District Convention.

2.7.6 Maintain an updated copy of the budget to be presented if requested by the District Council or chapter members.

2.8 In the event that the office of President is vacated, the District Vice President of Membership shall become the District President.

2.9 Vacant offices shall be appointed by the District Council, with the approval of the Counselor, through an application and interview process. Appointments must happen within thirty (30) calendar days of the vacancy of the office.

2.10 Any District Officer may be removed from office if it is determined unanimously by the remaining District Officers and the District Counselor that a District Officer has failed to uphold the duties of her/his office as set forth in the constitution.

2.10.1 Notice of such vacancy shall be sent to each chapter by the District Counselor so that chapters may comment and submit suggestions and candidates.

2.10.2 The District Counselor and council shall appoint a replacement within thirty (30) days of the office becoming vacant.

2.11 The Parliamentarian shall:

2.11.1 Serve as an advisor in parliamentary procedure to the district.

2.11.2 Be appointed by the District Council for a term designated by the District Council, or as deemed necessary by the District Counselor, by an application and selection process.

2.11.3 Be an active member in the sorority.

2.11.4 Shall not be a voting member of the District Council.

2.11.5 Chair the Jurisdiction Committee.

2.11.6 Ensure that updated copies of the constitution are distributed to the District Council immediately following District Convention.

2.11.7 Provide a copy of the constitution to the separate Jurisdiction Committee.

Article III - Committees

3.1 The committees of the Tau Beta Sigma Western District shall be: Nominations, Membership, Programs, Jurisdiction, Convention Site, and Ways and Means.

3.1.1 Nominations, Jurisdiction, and Convention Site shall be standing committees and all other committees shall be formed on an as needed basis determined by the Western District President.

3.1.2 Committee chairs will serve at the discretion of the Western District Council.

3.1.3 The following committees shall meet jointly with their Kappa Kappa Psi counterparts: Programs, Jurisdiction, Publications, and Convention Site.

3.2 The Nominations Committee shall:

3.2.1 Interview and Investigate the eligibility of candidates for District Office according to the requirements set forth by the National and District Constitutions.

3.2.1.1 In the event that a chapter representative steps down to run off the floor, the chapter may appoint a new representative to the committee.

3.2.2 Slate up to one (1) member for each office and shall present those names to the Convention the night prior to closing session.

3.2.3 Have the authority to waive Articles 2.1.3, 2.1.4, and 2.1.5 for a candidate running off the floor provided the requirements are fulfilled within thirty days of election, if elected. Failure to meet the requirements results in a vacant office to be filled per 2.9.

3.2.4 Not have members run off the floor unless the candidate steps down from the nominations committee prior to the first meeting of the Convention.

3.3 The Membership Committee shall:

3.3.1 Discuss new ideas and potential resources to be used for membership retention, education, involvement, and recruitment.

3.4 The Programs Committee shall:

3.4.1 Receive a report from the District Vice President of Special Projects that addresses the state of district and national programs.

3.4.2 Discuss the state of national and district programs; the needs of chapters and the district; and generate ideas for new district and national programs that address these needs.

3.4.3 Generate ideas for new methods of local and district implementation of national programs.

3.4.4 Review existing marketing strategies and generate future marketing strategies for national and district programs.

3.5 The Jurisdiction Committee shall:

3.5.1 Examine, recommend, and submit to the Convention all propositions, revisions, and alterations as amendments to the District Constitution.

3.6 The Ways and Means Committee shall:

3.6.1 Be formed on an as-needed basis determined by the Western District President under the advisement of the Western District Secretary/Treasurer for the purpose of handling discrepancies or financing special projects.

Article IV – Delegates and Proxies

4.1 The active members of the Chapter shall elect its delegates at a regularly scheduled meeting of the Chapter.

4.2 Chapters unable to attend convention may designate another chapter as their proxy delegate.

4.3 All seats of chapters in good standing that are vacant after the seating of delegates and designated proxies shall be filled alphabetically with Proxies from the chapters present. This shall be done according to the alphabetical listing of the chapters in the District, beginning with the next chapter after the last one seated at the prior convention.

Article V – Nominations and Elections

5.1 Elections shall be held annually at the District Convention.

5.2 Each name slated by the Nominations Committee shall be considered nominated.

5.3 After the slate has been read, nominations from the floor shall be accepted.

5.3.1 After being nominated, a potential candidate may either accept or decline the nomination.

5.3.2 Nominees from the floor must meet the requirements for running for District Office in Section 2.1, unless waived by the Nominations Committee as described in 3.2.3.

5.3.3 A member of the Nominations Committee shall not be eligible to run off the floor as stipulated in 3.2.4

5.4 Upon closure of nominations, candidates shall be asked to leave the session and shall individually be brought back to give a speech and participate in a question and answer session.

5.5 A majority of all votes shall be necessary for election.

5.5.1 If no candidate receives a simple majority vote, a run-off election shall commence between the two (2) candidates with the most votes.

5.5.2 In the event that a tie cannot be broken, the office shall remain vacant.

5.6 The procedure for selection of Honorary members of the Western District of Tau Beta Sigma shall be as follows:

5.6.1 Nominations from any member of the Western District shall be sent to the Western District President and Counselors.

Article VI – Amendments

6.1 Individuals or committees may submit proposed amendments to the Jurisdiction Committee to be considered for inclusion in the District Constitution.

6.2 Any part of this Constitution may be amended at any time by a simple majority of all eligible voting chapters of the district.