

## **Kappa Kappa Psi & Tau Beta Sigma**

# **Western District Joint Constitution**

**Revised: April 3, 2017**

### **Article I- Purpose**

1.1 Be it known that the Western District of Kappa Kappa Psi, National Honorary Band Fraternity, and Tau Beta Sigma, National Honorary Band Sorority, are herewith established with the intent of promoting the cause of band music; furthermore, the Chapters of the Joint Western District shall combine their resources toward that end, yet remain distinct in identity and ritual.

1.2 The Western District Challenge is as follows: The Western District commits itself to the highest standard of individual, Chapter and District responsibility. In an effort to achieve this goal, each member and chapter will turn in every form, receipt, fee, and application, complete and on time, every time. The Western District challenges all Districts to exceed our high commitment to excellence. Doing the most is the least you can do.

1.3 The Western District Joint Mission Statement is as follows: United by music, the Western District Joint Organizations of Kappa Kappa Psi and Tau Beta Sigma are committed to enthusiastic service to college and university band programs, by establishing the standards of excellence for the leadership, expansion, loyalty, and cooperation.

### **Article II- General**

2.1 The Constitution of the Joint Western District is to be used in conjunction with the National Constitutions of Kappa Kappa Psi and Tau Beta Sigma and the separate Western District Constitutions of Kappa Kappa Psi and Tau Beta Sigma.

2.1.1 This document shall not take precedence over the National Constitution of Kappa Kappa Psi or the National Constitution of Tau Beta Sigma.

2.2 A district year is defined as the time between the adjournment of Western District Conventions.

### **Article III - Officers**

3.1 The Joint Western District Council shall consist of the Kappa Kappa Psi Western District Council and the Tau Beta Sigma Western District Council.

3.1.1 The Kappa Kappa Psi Western District Governor(s) and the Tau Beta Sigma Western District Counselors shall serve as members ex officio of the Joint Western District Council.

3.2 Kappa Kappa Psi Western District President / Tau Beta Sigma Western District President shall:

3.2.1 Preside over all joint meetings of the Western District. The presidents shall be members ex officio of all Joint Western District Committees.

3.3 Kappa Kappa Psi Vice President / Tau Beta Sigma Vice President of Membership shall:

3.3.1 Preside at joint meetings of the Western District in the absence of their respective Western District President.

3.3.2 Be responsible for the general membership.

3.3.3 Maintain a database of material relating to Membership Education Programs and Continuing Membership Education Programs.

3.4 Kappa Kappa Psi Member-at-Large / Tau Beta Sigma Vice President of Special Projects shall:

3.4.1 Be responsible for projects deemed necessary by the Western District Council.

3.4.2 Be responsible for organizing and maintaining the history of the Western District.

3.4.3 Be responsible for the promotion of joint awards.

3.5 Kappa Kappa Psi Secretary-Treasurer / Tau Beta Sigma Secretary-Treasurer shall:

3.5.1 Be responsible for recording, publishing, and distributing the minutes from

all joint meetings of the Western District.

3.5.2 Be responsible for coordinating the execution of The Accent with the Publisher.

3.5.3 Be responsible for organizing and maintaining all Joint Western District fundraisers.

3.5.4 Be responsible for facilitating fundraising between Kappa Kappa Psi and Tau Beta Sigma Chapter Treasurers specifically for the Western District Emergency Fund should the emergency monies fall below a minimum balance.

3.5.5 The outgoing Kappa Kappa Psi and Tau Beta Sigma Secretary-Treasurers shall author and compile minutes from each convention and the incoming Kappa Kappa Psi and Tau Beta Sigma Secretary-Treasurers shall publish and distribute said minutes.

3.6 Kappa Kappa Psi Parliamentarian / Tau Beta Sigma Parliamentarian shall:

3.6.1 Advise the Joint Western District Council and membership at-large regarding points of parliamentary procedure.

3.6.2 Provide a copy of the Joint Western District Constitution to the members of the Joint Jurisdiction Committee.

3.6.3 Be responsible for giving the newest version of the Western District Joint Constitution to the Webmaster and the Secretary-Treasurers forty-eight (48) hours after the conclusion of the Western District Convention.

3.7 Joint Western District Webmaster shall:

3.7.1 Be responsible for the Western District website as specified in Article 7.2.

3.7.2 The Webmaster shall provide publishing access for the Western District Website to the officers of the Joint Western District Council.

3.7.3 The Webmaster shall maintain the layout, content, and security of the Western District website.

3.7.4 The Western District Webmaster shall be responsible for updating the

website within one (1) week of major events or requests.

3.7.5 The Western District Webmaster must submit a summary report twice per month to the Joint Western District Council.

### 3.8 Joint Western District Publisher Shall:

3.8.1 Be responsible for designing, assembling, and publishing the Fall and Spring packet.

3.8.2 The Publisher shall distribute a minimum of one (1) copy of The Accent “Best Of” Edition per District Officer, District Webmaster, Governor or Counselors, Chapter, and Colony of both organizations in the Western District as well as National Officers.

## **Article IV- Meetings**

4.1 A regularly called convention of the Western District shall be held in the Spring of each year.

4.1.1 Western District Convention will be based on a regional rotation. Western District Governors and Counselors will pick a specific location. Rotation will be in the order of: North Calivada, Arizona, Wagon, SoCal, Utah

4.1.1.1 The designated region must commit to host by December 1st (a year and a half prior to hosting). In the event that the designated region declines, that next region would have until January 25th to confirm or decline their opportunity to host. If the second region were to decline to host, the convention site and host(s) shall be decided by the KKPsi Western District Governor(s) and the Tau Beta Sigma Western District Counselor(s).

4.1.2 Proposals for the Western District Convention shall conform to the following requirements:

4.1.2.1 The chapter(s) must be active and in good standing with the National Headquarters of Kappa Kappa Psi and Tau Beta Sigma.

4.1.2.2 Collectively, the proposing region must be financially able to front all funds needed prior to registration to host the Western District

Convention with the availability of financial assistance from the Western District. Additionally the chapter must be able to provide proof of financial stability for the last two (2) years.

4.1.2.3 The Sponsor(s) must submit an evaluation of the chapter(s).

4.1.2.4 The proposal must comply with convention site policy as determined by the National Councils of Kappa Kappa Psi and Tau Beta Sigma.

4.1.2.5 The proposal must be flexible enough to include a minimum of one (1) of the following dates:

Last weekend in March

First weekend in April

Second weekend in April

4.1.2.6 All proposals to host Western District Convention shall be submitted to the Western District Governor(s) and Counselors a minimum of two (2) weeks before the upcoming Western District Convention.

4.1.2.7 The Chapter(s) must address all items from the “Proposal Selection Checklist for Western District Convention” in their bid packet.

4.1.3 Chapters may seat proxy delegates in committees at the discretion of the chapter and Governor(s) or District Counselors based on the chapter proxy form.

4.1.4 The host chapter(s) of the Western District Convention must submit a report to the Joint District Council within thirty (30) days after the conclusion of convention outlining the statistics of the Western District Convention as determined by the current Joint District Council, the Governors and Counselors.

4.2 A regularly called District Leadership Conference shall be held prior to the Western District Convention each year.

4.2.1 Chapter(s) must submit a bid for District Leadership Conference at a time set at the discretion of the Joint District Council.

4.3 The Joint Western District Council shall meet a minimum of three (3) times per

District year for the expressed purpose of discussing District matters.

4.3.1 A passing vote in Joint District matters shall require a two-thirds (2/3) majority approval within both separate councils.

4.4 Each region containing chapters shall be responsible for holding a pre-convention meeting called State(s) Days.

4.4.1 State(s) Days must occur before the second weekend in March or a minimum of three (3) weeks prior to the Western District Convention, whichever is earlier in the year.

4.4.1.1 Host chapters must send an inquiry to all chapters within their rotation with at least three (3) proposed dates.

4.4.1.2 Host chapters must submit three (3) proposed dates to the Western District Presidents no later than December 1 for approval.

4.4.2 State(s) Days host(s) shall follow a rotation unique to each state. Once a school hosts State(s) Days, they move to the bottom of the rotation.

4.4.2.1 Should a school be unable or unwilling to host their State(s) Days, the school must notify the District Officers, Governor(s), and Counselors, in writing by October 15.

4.4.2.2 The next school in the list shall be notified by the Joint Western District Council of their hosting duty.

4.4.2.3 Upon relinquishing their duties as State(s) Days host(s), said school shall be skipped in the rotation.

4.4.2.4 Arizona State Day Rotation:

University of Arizona  
Northern Arizona University  
Arizona State University

4.4.2.5 Calivada State Day Rotation:

University of California, Los Angeles

California Polytechnic  
State University, San Luis Obispo California  
State University, Fresno  
San Diego State University  
San Jose State University  
Fullerton College  
University of Nevada, Reno

4.4.2.6 Utah State Day Rotation:

University of Utah  
Idaho State University  
Utah State University  
Boise State University

4.4.2.7 Wagon States Day Rotation:

University of Washington  
Oregon State University  
Washington State University  
University of Oregon

4.4.3 State(s) Days hosts shall organize and implement a profit-share fundraiser in which fifty (50) percent of the proceeds go to the District and fifty (50) percent may be kept by the State(s) Days host(s).

## **Article V- Committees**

5.1 The Western District shall have the following joint standing committees: Jurisdiction and Convention Site.

5.1.1 All other committees shall be formed on an as-needed basis determined by the Western District Council.

5.2 The Programs Committee shall:

5.2.1 Examine new ideas for improving music awareness and service through Kappa Kappa Psi and Tau Beta Sigma.

5.3 The Jurisdiction Committee shall:

5.3.1 Examine all proposed changes to the Joint Western District Constitution.

5.4 The Publications Committee shall:

5.4.1 Evaluate the effectiveness of the current format of The Accent

5.4.2 Evaluate the effectiveness of the website and the Listserv.

5.4.3 Include The Accent Publisher and the Webmaster on the committee.

5.5 The Convention Site Committee shall:

5.5.1 Evaluate the eligibility, in accordance with 4.1, of all bids to host the next Western District Convention and slate one (1) bid to be presented to the Joint Western District.

5.5.2 Have the authority to waive any bid requirement, except 4.1.2.1 and 4.1.2.4.

5.5.3 Review and revise the How to Bid for Convention document, which may include requirements, recommendations, and suggestions, directed towards prospective bidding chapter(s).

5.6 The Student Advisory Committee shall:

5.6.1 Discuss issues relevant to district operations.

## **Article VI- Finances**

6.1 The Western District Emergency Fund shall be maintained by the District for the purpose of providing emergency monies for the District, and shall operate as follows:

6.1.1 An application must be submitted by chapters to be voted on by the Joint District Council.



6.1.2 Each separate council will provide fifty (50) percent of the agreed upon amount. Monies provided in this fashion to an active chapter shall be considered a donation.

### **Article VII- Publications**

7.1 The Western District Publication shall be The Accent.

7.1.1 The Joint Western District Publisher shall be an active member in good standing and shall serve at the discretion of the Western District Joint Council.

7.1.2 The Joint Western District Council shall review all applications received for Publisher by thirty (30) days after the conclusion of Convention and shall appoint a Publisher within two (2) weeks.

7.1.3 The Joint Western District Council shall appoint a new Publisher within thirty (30) days of any vacancy.

7.1.4 In the event that there are no applications for Publisher the publication shall fall under the jurisdiction of the Joint Western District Council.

7.1.5 Submissions that will be considered for the “Best Of” Edition of The Accent are due no later than two (2) weeks prior to the deadlines described in Article 7.1.6.

7.1.6 The Accent “Best Of” Edition must be published at least two (2) times per District year:

Fall	December 31
Spring	Four (4) weeks after the Western District Convention

7.1.8 In the event that the Publisher becomes unable to fulfill the publication requirements, the Joint Western District Council may vote to revoke the privilege of publishing The Accent “Best Of” Edition from the Publisher.

7.1.8.1 In the event that the publication rights have been revoked, publishing duties shall fall under the jurisdiction of the Joint Western District Council.

7.2 The Western District shall maintain a website.

7.2.1 The Western District Webmaster shall be an active member in good standing and shall serve at the discretion of the Joint Western District Council.

7.2.2 The Joint Western District Council shall review all applications received for Webmaster by May 1 and shall appoint the position within two (2) weeks.

7.2.3 In the event that the Western District Webmaster becomes unable to fulfill the Webmaster's duties, the Joint Western District Council may vote to revoke the privilege of the position of Webmaster.

7.2.3.1 In the event that the Webmaster's duties have been revoked, the Webmaster's duties shall fall under the jurisdiction of the Joint Western District Council.

7.2.3 The Joint Western District Council shall appoint a new Webmaster within two (2) weeks of any vacancy.

### **Article VIII- Amendments**

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

8.2 If three-fourths (3/4) of the votes cast by all eligible voting chapters of the district are favorable, the proposed amendment shall be adopted.