

Tau Beta Sigma Western District Constitution

Revised:

May 10, 2021

Article I – General

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

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 at the time of the election.

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 which includes verification that the candidate is in good standing.

2.1.5 Submit a letter of recommendation from their Chapter Sponsor.

2.1.6 Candidates for the Western District President must have been an active member for at least one (1) calendar year.

2.2 The term of a District Officer is from installation to the next district convention.

2.2.1 Each District Officer shall hold no more than two (2) terms in the same office.

2.3 The Tau Beta Sigma Western District Council shall consist of a 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, the 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(s).

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 a Programs Report to the Western District Convention Minutes 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(s), 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.

2.8 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(s), in an appropriate and timely manner.

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

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

2.10.2 The District Counselor(s) and council shall appoint a replacement in an appropriate and timely manner.

2.11 The Parliamentarian shall:

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

2.11.2 Be appointed by an application and/or selection process for a term designated by the District Council, or the District Counselor(s).

2.11.3 Be an active or associate member in good standing within the sorority.

2.11.4 Not be a voting member of the District Council.

2.11.5 Provide support and guidance to 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 Standing committees - Nominations, Jurisdiction, Membership, Programs

3.2 Ad-hoc committees - Ways and Means, Sisterhood and Spirit, Publications

3.2.1 Ad-hoc and novel committees can be called to meet at the discretion of the District Council based on the needs of the district.

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

3.4 Committees may meet jointly with their Kappa Kappa Psi counterparts at the discretion of the District Council or their chairs.

3.5 The Nominations Committee shall:

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

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

3.5.3 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.

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

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

3.6 The Membership Committee shall:

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

3.7 The Programs Committee shall:

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

3.7.2 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.

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

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

3.8 The Jurisdiction Committee shall:

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

3.8.2 Review all questions, concerns, and/or reflections from Western District members that are intended to help ensure the duties of the District Council are being fulfilled.

3.9 The Ways and Means Committee shall:

3.9.1 Manage fiscal discrepancies or financing special projects.

Article IV – Delegates and Proxies

4.1 The active members of the Chapter shall elect an active or associate member in good standing of the sorority as its delegate at a regularly scheduled meeting of the Chapter.

4.1.1 The delegate will serve for the entirety of the Western District Convention, must be the same person throughout the convention, and they must serve in both the separate and joint sessions.

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

4.2.1 A chapter delegate arriving after delegates have been seated may have their proper delegate seated at the discretion of the district council.

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 3.5.3.

5.4 A simple majority of all votes shall be necessary for the election of a candidate into a District position.

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

5.4.2 If no candidate is elected to District Office during Western District Convention, the District Council shall fill the vacant office in accordance with section 2.9.

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

5.5.1 Nominations from any member of the Western District shall be sent to the Western District President and Counselor(s), who will then decide whether or not the candidate is qualified to become an honorary sister of the Western District.

Article VI – Joint Organization Operations

6.1 The Joint Western District Council shall be made up of the respective district councils of Tau Beta Sigma and Kappa Kappa Psi.

6.1.1 A passing vote in Joint District matters shall require a simple majority approval from both separate councils.

6.2 Joint Western District Webmaster shall:

6.2.1 Be an active or associate member of either organization and appointed by the Joint District Council after all the submitted applications have been reviewed by the Joint District Council.

6.2.2 Provide publishing access for the Western District Website to the officers of the Joint District Council.

6.2.3 Maintain the layout, content, and security of the Western District Website.

6.2.4 Be responsible for updating the website within one (1) week of major events or requests.

6.2.5 Submit a summary report to the Joint Western District Council when major changes are made to the website and must log minor changes in a report to be submitted at year end.

6.3 Joint Western District Publisher Shall:

- 6.3.1 Be an active or associate member of either organization and be appointed by the Joint District Council after all the submitted applications have been reviewed by the Joint District Council.
- 6.3.2 Be responsible for designing, assembling, and publishing the Fall and Spring packet.
- 6.3.3 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 VII – Amendments

- 7.1 Individuals or committees may submit proposed amendments to the Jurisdiction Committee to be considered for inclusion in the District Constitution.
- 7.2 Any part of this Constitution may be amended at any time by a simple majority of all eligible voting chapters of the district.