

KAPPA KAPPA PSI

NATIONAL HONORARY BAND FRATERNITY



WESTERN DISTRICT CONSTITUTION

Revised April 2022

Preamble

TO THE WESTERN DISTRICT CONSTITUTION OF KAPPA KAPPA PSI NATIONAL HONORARY BAND FRATERNITY

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 bandmembers 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 by 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

I. General

- 1.1 The name of the District shall be Western District, in accordance with the National Constitution of Kappa Kappa Psi, National Honorary Band Fraternity.
- 1.2 The Western District shall be composed of all chapters in active standing with the National Headquarters in the states of Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, and Washington, and any other chapters as determined by the National Council and the National Constitution.
- 1.3 The National Constitution and any rules and edicts of the National Chapter and National Council shall take precedence over this Constitution.
- 1.4 The Purposes of the Western District shall be consistent with those of the National Chapter.
- 1.5 The Kappa Kappa Psi Western District Constitution is to be used in conjunction with Section V of the National Constitution.
- 1.6 The Western District of Kappa Kappa Psi recognizes The Western District of Tau Beta Sigma as an equal affiliated organization with a parallel purpose, function, and role in the college and university band setting.
- 1.7 A District year is defined as the time between the adjournments of Western District Conventions.

II. Officers

- 2.1 - Elected Officers - The District Council shall consist of the District President, Vice President, Secretary-Treasurer, and Member-At-Large. The District Council will be responsible for governing the District and overseeing all of its affairs.
 - 2.101 In addition to the duties stated in the National Constitution, the duties of the Western District President shall be as follows:
 - a. The President shall communicate upcoming district events, district resources, and district council summary of activities.
 - 2.102 In addition to the duties stated in the National Constitution, the duties of the Western District Vice President shall be as follows:
 - a. The Vice President shall act as a point of contact for the officer(s) in charge of matters relating to education, including but not limited to, membership education, recruitment, continued membership education, and ritual education, in order to assist in the development of their programming as needed throughout the year.
 - b. The Vice President shall be the point of contact for Western District Petitioning Groups.
 - 2.103 In addition to the duties stated in the National Constitution, the duties of the Western District Secretary-Treasurer shall be as follows:

- a. The Secretary-Treasurer shall maintain a ledger of the Western District's income and expenditures.

2.104 In addition to the duties stated in the National Constitution, the duties of the Western District Member-at-Large shall be as follows:

- a. The Member-At-Large shall assist the District with communication between all chapters and petitioning groups in the District, with an emphasis on service and brotherhood. They shall oversee and organize recurring programming for the district, including, but not limited to district activities, workshops, podcasts, awards, and email listserv.
- b. The Member-at-Large shall be responsible for the promotion of all District awards and for the distribution of each award application to the District no later than fifteen (15) days before each application deadline.

2.2 - Rules for Elected Officers - All elected officers must be active members in full standing at the time of election and for the duration of their time in office.

2.201 Officers shall create and/or maintain transition materials to provide to the officers-elect in order to facilitate a smooth transition between officers.

2.202 Each officer shall serve no more than two (2) consecutive District year terms in the same office.

2.203 Each District officer shall contact their corresponding Chapter officers a minimum of two (2) times during the first six (6) months of office, and a minimum of two (2) times during the second six (6) months of office, as described below:

- a. The President shall contact the Presidents, the Vice President shall contact the officers in charge of membership, the Secretary-Treasurer shall contact the Secretaries and Treasurers, and the Member-At-Large shall contact the service chairs of all chapters and petitioning groups.

2.204 A District Officer shall be removed from office following a submitted request from a chapter, District Officer, or District Governor, if sufficient grounds exist to remove the officer according to the following procedures:

- a. A formal complaint against the Officer in question must be sent to the District Governor(s). Said complaint must contain a complete list of charges and grievances against the Officer, with documentation.
- b. After receiving a formal complaint, the District Governor(s) shall mediate an impartial and balanced review of the charges and grievances against said Officer. Following the review, a two-thirds (2/3) vote from the remaining voting members of the District Council, as well as the approval of the District Governor(s), shall be necessary for the impeachment of the Officer. After such impeachment, the District Governors shall submit a detailed report of the allegations, evidence, analysis, and judgment to the active chapters of the District.

- c. Following the distribution of the impeachment report, active Chapters of the District shall have fourteen (14) days to submit a vote on the impeachment. A two-thirds (2/3) majority confirmation vote amongst the Chapters shall be sufficient to remove the Officer from office. If an active Chapter does not submit a vote within said fourteen (14) days, it will be assumed that said chapter abstains from the impeachment process.
- d. Upon removal, the Office in question shall be declared vacant and regular procedures to fill a vacancy shall commence.

2.205 If a vacancy occurs in a District Office, the vacancy shall be filled according to the following procedures:

- a. In the event that a District Office is left vacant by election or vacated midterm, all chapters, for a period of ten (10) days, may submit to the remaining District Council suggestions and candidates to fill the vacancy. The District Council shall notify all Chapters of the application process.
 - i. If the office of District President is vacated midterm, the District Vice President shall automatically succeed to the District Presidency until the next Western District Convention.
 - ii. If a vacancy occurs in any other District Office, the District President shall immediately notify all chapters of the vacancy according to the procedure described above.
- b. After the above stipulated ten (10) days, the District Council shall deliberate and then appoint a candidate to fill the vacant office.
- c. The appointed candidate shall take office upon approval of the District Governor(s) and a simple majority of all active chapters in the District within fifteen (15) days of appointment.
 - i. If an active chapter does not submit a vote within said fifteen (15) days, it will be assumed that said chapter abstains from the appointment process.
 - ii. The Active Chapters will be provided with the candidate's packet at the beginning of this fifteen-day period.

2.3 - Appointed Officers - The Western District shall appoint a Parliamentarian.

2.301 The Parliamentarian shall serve as a parliamentary procedure advisor to the District and chair the Jurisdiction Committee.

- a. The Parliamentarian shall be appointed by the District Council after all the submitted applications have been reviewed by the District Council no later than three (3) weeks before the District Convention.

- b. The Parliamentarian shall be an active member and shall not be a voting member of the District Council.
- c. The Parliamentarian shall be responsible for publishing an amended version of the Western District Constitution to the District Webmaster and the District Secretary-Treasurer forty-eight (48) hours after the conclusion of the Western District Convention.

III. Nominations and Elections

3.1 Elections for the Western District President, Vice President, Secretary-Treasurer, and Member-at-Large shall be held annually at the District Convention.

3.101 The President, aided by the District Council, shall facilitate Officer Candidate applications.

3.102 The President shall ensure that completed officer candidate applications are made available to the Western District forty-eight (48) hours prior to the start of convention.

3.103 Candidates for District Office must submit the following:

- a. A written application, stating office sought, as distributed by the Western District Council.
- b. A brief written recommendation, signed by one chapter executive officer, stating the candidate's status within the chapter and expressing chapter support for the candidate.
- c. A written recommendation from the Chapter Sponsor, Director of Bands, or Director of Athletic Bands verifying the candidate's academic standing.

3.104 A simple majority of votes cast shall be necessary for election.

3.105 Options for voting in elections include any nominated candidate and leaving the office vacant.

3.106 If no candidate receives a simple majority vote, a runoff election shall commence between the two highest vote-getters.

3.107 In the event of a tie after the second ballot, the office in question shall remain vacant, and the normal vacancy procedures shall commence after the conclusion of the Convention.

3.2 The procedure for selection of Honorary members of the Western District of Kappa Kappa Psi shall be as follows:

3.201 Nominations from any member of the Western District of Kappa Kappa Psi shall be sent to the Western District President to be approved by a seventy-five (75) percent favorable vote of the Western District Council.

3.202 Any financial obligations, if applicable, for the installation of an Honorary member shall be borne by the Western District of Kappa Kappa Psi.

IV. Joint Organization Operations

4.1 The Joint Western District Council shall be made up of elected officers from both organizations as outlined in article 2 of the respective Western District Constitutions of Kappa Kappa Psi and Tau Beta Sigma.

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

4.2 Joint Western District Webmaster shall:

4.201 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.

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

4.203 Maintain the layout, content, and security of the Western District website.

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

4.205 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.

4.3 Joint Western District Publisher Shall:

4.301 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.

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

4.303 Distribute a minimum of one (1) copy of The Accent "Best Of" Edition per District Officer, District Webmaster, Governor or Counselors, Chapter, and Petitioning Groups of both organizations in the Western District as well as National Officers.

V. Finances

5.1 In the event that a chapter misses the deadline for an annual dues payment, they shall pay a fine to the Western District of Kappa Kappa Psi equal to the amount of money lost by the District in allotments that resulted from tardiness.

5.2 At the discretion of the District Governor(s), any chapter not fulfilling its financial obligations to the District shall be denied a delegate seat at the District Convention.

- 5.3 Before a District Officer can make a purchase for which they shall request a reimbursement from the district, they must get the approval of the District Governor(s) and the rest of the District Council. If prior approval is not granted, the officer shall be financially responsible for the purchase.

VI. Meetings

- 6.1 A regularly called convention of the District shall be held every year. It is recommended that all National Officers, District Officers, and guests be recognized before seating of the delegates.

VII. Delegates and Delegate Proxies

- 7.1 If a chapter is not represented by a delegate or written proxy, then a proxy shall be assigned by the District President according to Greek alphabetical order. Alphabetical Order shall pick up from the last proxy sat.

VIII. Committees and Committee Representative Proxies

- 8.1 The following standing committees shall function at or prior to each District Convention: Jurisdiction Committee, Nominations Committee, and the Ways and Means Committee.

8.101 The Jurisdiction Committee shall review all proposed changes to the Kappa Kappa Psi Western District Constitution, review the document for grammar and spelling mistakes, investigate opportunities to consolidate redundancies, and fix discrepancies and contradictions.

8.102 The Nominations Committee shall recommend to the delegation a suitable candidate for each District Office in the form of a slate. In the event that the committee does not find any of the candidates suitable for a District Office, the slate for that office shall remain open. The Nominations Committee shall also make recommendations to the Jurisdiction Committee outlining the roles and responsibilities of the District Officers.

8.103 The Ways and Means Committee shall examine the annual budget proposed and drawn up by the Western District Secretary-Treasurer with the purpose of handling discrepancies and financing special projects. It will be the responsibility of the Committee to review the budget proposals and to submit their recommendations to the Secretary-Treasurer for approval.

- 8.2 Each chapter shall have a voting member on every standing committee, unless that chapter chooses not to do so.

- 8.3 In the event that a chapter is not able to fill a position on a standing committee session and has not opted out in advance, a proxy shall fill the position based on the proxy form.

8.301 If said chapter has not filled out a chapter proxy form, then a proxy shall be assigned by the District President according to Greek alphabetical order. Alphabetical order shall pick up from the last proxy assigned.

8.302 Committee representative proxies must be an active, associate, or life member of the Fraternity.

8.303 Once assigned, the proxy committee representative shall serve on the committee for the duration of the convention at the discretion of the Committee Chair.

IX. Reports

9.1 Each District Officer and Chapter Delegate shall submit a report at District Convention. These reports shall be submitted in accordance with the host chapter's requirements for reproduction to the District Secretary-Treasurer, who shall be responsible for reproducing and forwarding copies as necessary. The District Secretary-Treasurer shall forward a copy to the District Governor(s), the National Executive Director, and also retain a copy for the convention minutes.

9.2 The host chapter shall submit a report on convention expenses for inclusion in the minutes.

X. Amendments

10.1 Any part of this Constitution may be amended at any time by a three-fourths (3/4) vote of all eligible voting chapters of the District.

10.101 If three-fourths (3/4) of the votes cast by the Convention are favorable, the proposed amendment shall be declared adopted. After such adoption, the amendment shall become operative and effective at the conclusion of the convention unless otherwise noted.

10.102 If the favorable vote on a proposed amendment is less than three-fourths (3/4), yet there is an absolute majority vote, the proposed amendment shall be postponed until the next regularly called Convention of the District.