

Kappa Kappa Psi & Tau Beta Sigma
Western District Joint Bylaws
Revised: April 2, 2006

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 has committed itself to a new, higher standard of individual Chapter and District responsibility. □From this day forth, every member and chapter shall turn in every form, every receipt, every fee, and every application, complete and on time, every time. □In addition, the Western District challenges all districts to meet or exceed our already high commitment to excellence. D.S. al coda.

□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 the college and university bands, through establishing the standards of excellence for the nation’s leadership, expansion, loyalty, and cooperation.”

Article II
General

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

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

Article III
Officers

3.1 The Joint Western District Council shall consist of Kappa Kappa Psi Western District Officers, Tau Beta Sigma Western District Officers, Kappa Kappa Psi Western District Governor(s), and Tau Beta Sigma Western District Counselor(s).

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 Colonization and 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 both the internal and external expansion of the Joint Western District with respect to colonies, chapter reactivations, and general membership.
- 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.
- 3.5 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.
 - 3.5.1.1 The outgoing Kappa Kappa Psi and Tau Beta Sigma Secretary/Treasurers shall author and compile minutes from convention and the incoming Kappa Kappa Psi and Tau Beta Sigma Secretary/Treasurers shall publish and distribute said minutes from convention.
 - 3.5.2 Be responsible for coordinating The Accent with the publishing chapter(s).
 - 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 fund fall below its minimum balance.
- 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 bylaws to the members of the jurisdiction committee.
- 3.7 Joint Western District Webmaster shall:
 - 3.7.1 Be responsible for the District Website as specified in 7.2.

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 Bids for the Western District Convention shall conform to the following requirements:
 - 4.1.1.1 The chapter(s) must be active and in good standing with the National Headquarters of Kappa Kappa Psi and Tau Beta Sigma.
 - 4.1.1.2 The chapter(s) must be financially able to host the Western District Convention.

- 4.1.1.3 The Sponsor(s) must submit an evaluation of the chapter(s).
- 4.1.1.4 The bid must comply with convention site policy as determined by the National Councils of Kappa Kappa Psi and Tau Beta Sigma.
- 4.1.1.5 The bid must be flexible enough to include a minimum of one of the following dates:

- Last weekend in March
- First weekend in April
- Second weekend in April

- 4.1.2 In the event that the Joint Western District does not decide on a site and hosts(s) for the next Western District Convention, the convention site and host(s) shall be decided by the Kappa Kappa Psi Western District Governor(s) and the Tau Beta Sigma Western District Counselor(s).

- 4.2 The Joint Western District Council shall meet a minimum of three (3) times a year for the expressed purpose of discussing district matters.

- 4.2.1 A passing vote on the Joint District matters is a two-thirds (2/3) majority vote from each separate council.

- 4.2.2 The Joint Western District Council shall determine the Chapter of the Year Award recipient.

- 4.3 Each state containing chapters shall be responsible for holding a pre-convention meeting called State Day(s).

- 4.3.1 State Days must occur before the second weekend in March or a minimum of three weeks prior to the Western District Convention, whichever is earlier in the year.

- 4.3.2 State Day hosts shall follow a rotation unique to each state. Once a school hosts State Day, they move to the bottom of the rotation.

- 4.3.2.1 Should a school be unable or unwilling to host their State Day, the school must notify the District Officers, Governors, and Counselor, in writing by October 15.

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

- 4.3.2.3 The relinquishing of their duties as State Day host shall drop to the bottom of the rotation.

- 4.3.2.4 Arizona State Day Rotation:
 - University of Arizona
 - Northern Arizona University
 - Arizona State University

- 4.3.2.5 California State Day Rotation:
 - University of California, Los Angeles
 - California Polytechnic State University, San Luis Obispo
 - California State University, Fresno
 - San Diego State University
 - Modesto Junior College
 - University of California, Irvine

4.3.2.6 Utah State Day Rotation:
Utah State University
University of Utah
Boise State University

4.3.2.7 Washaho State Day Rotation:
University of Washington
Washington State University
Boise State University

4.3.3 State Day 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 Day hosts.

Article V Committees

- 5.1 The Western District shall have the following joint standing committees: Programs, Ways and Means, Jurisdiction, Publications, and Convention Site. The Western District shall have the following joint special committees: Convention for Colonization and Expansion and Membership.
- 5.2 The Programs Committee shall:
- 5.2.1 Examine new ideas on improving music awareness and service through Kappa Kappa Psi and Tau Beta Sigma.
 - 5.2.2 Evaluate the candidates, and select recipients for each of the following awards:

For Music's Sake
For Service's Sake
For Community's Sake
- 5.3 The Ways & Means Committee shall:
- 5.3.1 Evaluate district fundraisers
 - 5.3.2 Review the use of the Western District Emergency Fund
- 5.4 The Jurisdiction Committee shall:
- 5.4.1 Examine all proposed changes to the Joint Western District Bylaws.
- 5.5 The Publications Committee shall:
- 5.5.1 Evaluate the eligibility of all bids to publish The Accent in accordance with Article VII.
 - 5.5.2 Have the authority to waive any of these requirements.
 - 5.5.3 Review and revise The Accent which may include requirements, recommendations, and suggestions directed toward prospective bidding chapters.

5.6 The Convention Site Committee shall:

- 5.6.1 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.
- 5.6.2 Have the authority to waive any bid requirement, except 4.1.1.1 and 4.1.1.4.
- 5.6.3 Review and revise the Western District Convention Bid Guide, which may include requirements, recommendations, and suggestions directed towards prospective bidding chapter(s).

5.7 The Convention for Colonization Planning Committee shall:

- 5.7.1 Meet every three (3) years or more, as recommended by the District Council, in the years prior to the Convention for Colonization.
- 5.7.2 Develop a list of schools to target for the Convention for Colonization.
- 5.7.3 Create an advertising plan and approach to targeting these schools.
- 5.7.4 Develop a Convention plan for the prospective colony side of the Convention for Colonization.
- 5.7.5 Make recommendations for the Convention for Colonization pamphlet.
- 5.7.6 Develop specific charges for the District Officers regarding the items created by this Committee.
- 5.7.7 Develop Host Chapter requirements for assisting the District Officers.

5.8 The Expansion and Membership Committee shall:

- 5.8.1 Examine all new ideas on expansion, colonization, and reactivation of chapters within the Western District.
- 5.8.2 Discuss new activities and problems within each chapter pertaining to education, expansion, and retention of membership, as well as provide possible solutions to these problems.

Article VI Finances

6.1 The Western District Emergency Fund shall be maintained by the District for the purpose of providing an emergency fund for our 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 Bids for The Accent shall conform to the following requirements:
- 7.1.1.1 Must be a written bid stating why the chapter(s) wish to publish The Accent, the method that shall be used to publish The Accent, and a proposed sample of The Accent.
- 7.1.1.2 The bidding chapter(s) must demonstrate a capability to publish and maintain The Accent for distribution.
- 7.1.2 In the event that there is no bid for The Accent, or that no bid meets the requirements, The Accent shall become the responsibility of the Western District Secretary-Treasurers.
- 7.1.3 The The Accent must be published at least three (3) times a year.
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| Spring | Three (3) weeks after the Western District Convention |
| Fall | November 15 |
| Winter | March 15 |
- 7.1.4 Submissions to the publishing chapter(s) of The Accent are due no later than:
- | | |
|--------|--|
| Spring | One (1) week after the Western District Convention |
| Fall | November 1 |
| Winter | March 1 |
- 7.1.5 The publishing chapter(s) shall distribute a minimum of one copy per District Officer, Governor or Counselor, Chapter, and Colony of both organizations in the Western District as well as all National Officers, and the NAA Board of Directors' Western District Representative. In addition, the publishing chapter(s) must provide an electronic copy to the Western District Webmaster.
- 7.1.6 In the event that the publishing chapter(s) become unable to fulfill the publications requirements, the Western District Council may vote to revoke the privilege of publishing The Accent, from said chapter(s).
- 7.1.6.1 In the even that the publication rights have been revoked, the Western District Secretary-Treasurers will assume publishing duties.
- 7.2 The Western District shall maintain a website.
- 7.2.1 The Joint Western District Council shall review all applications received for Webmaster by May 1 and shall appoint the position within two (2) weeks.
- 7.2.2 The Joint Western District Council shall appoint a new Webmaster within two (2) weeks of any vacancy.
- 7.2.3 The Western District Webmaster shall be responsible for updating the website within one (1) week of major events or requests. If the requests cannot be completed within one (1) week, the Webmaster shall notify the requester of the expected time of completion.

7.3 The Western District Webmaster shall:

7.3.1 Provide access to The Accent on the website.

7.3.2 Maintain an online submission form for The Accent on the Western District Website, which shall automatically be directed to The Accent publishers.

Article VIII Awards

8.1 The Chapter of the Year Award shall be presented in recognition of an outstanding chapter for their district and national participation, Brotherly and Sisterly bonds, adherence to the Western District Challenge, chapter growth and retention, and exemplary service to its college band program.

8.2 The For Music's Sake Award shall be presented in recognition of the project that best promotes music in the community.

8.3 The For Service's Sake Award shall be presented in recognition of the project that best promotes service to college bands.

8.4 The For Community's Sake Award shall be presented in recognition of the project that best promotes community service unrelated to music.