

Kappa Kappa Psi & Tau Beta Sigma
Kappa Kappa Psi Western District Bylaws
Revised: April 3rd, 2005

I. General

- 1.101 The Bylaws of the Western District are to be used in conjunction with the National Constitution of Kappa Kappa Psi Section V and the Western District Joint Bylaws.
- 1.102 Kappa Kappa Psi recognizes Tau Beta Sigma as an equal associated organization with similar purpose, function, and role in the college and university band setting.
- 1.103 A district year is defined as the time between Western District Conventions.

II. Officers

- 2.101 In addition to the duties stated in Section 5.303 of the National Constitution, the duties of the Western District President shall be as follows:
 - 2.101.1 The President shall contact the presidents of all chapters in the district a minimum of two (2) times in the fall, and two (2) times in the winter/spring.
- 2.102 In addition to the duties stated in Section 5.304 of the National Constitution, the duties of the Western District Vice President shall be as follows:
 - 2.102.1 The Vice President shall be responsible for communicating with the vice presidents of all chapters within the district, with regard to expansion and member retention, at least two (2) times in the fall and two (2) times in the winter/spring.
 - 2.102.2 The Vice President shall coordinate colonization activities.
- 2.103 In addition to the duties stated in Section 5.305 of the National Constitution, the duties of the Western District Secretary-Treasurer shall be as follows:
 - 2.103.1 The Secretary-Treasurer shall be responsible for providing the Ways and Means Committee with a proposed budget for the upcoming district year.
 - 2.103.2 The Secretary-Treasurer shall maintain a ledger of the Western District's income and expenditures.
 - 2.103.3 The Secretary-Treasurer shall compile and publish a roster of telephone numbers and addresses of all Western District Kappa Kappa Psi Officers by June 1st, and shall update said roster by October 15th. Copies of said District roster shall be provided to all District Officers, Governors, Chapters, and Colonies within the Western District.
 - 2.103.4 The Secretary-Treasurer shall compile and publish a roster of telephone numbers and addresses of all the Western District Membership by December 1st, and shall update said list by March 1st. Copies of said District roster shall be provided to all District Officers, Governors, Chapters, and Colonies within the Western District.

- 2.103.5 The Secretary-Treasurer shall be responsible for the reproduction and distribution of the current Bylaws from the Western District Convention.
- 2.103.6 The Secretary-Treasurer shall notify the host chapter(s) of the guidelines for District Convention, as determined by the District Council. Said notification shall be made at least six (6) months prior to the convention.
- 2.103.7 The Secretary-Treasurer shall contact the Corresponding Secretary and Treasurer of each chapter in the Western District at least one (1) time in the fall and one (1) time in the winter/spring.
- 2.104 In addition to the duties stated in Section 5.306 of the National Constitution, the duties of the Western District Member-at-Large shall be as follows:
 - 2.104.1 The Member-at-Large shall assist the District Vice President with internal and external expansion, colonization, and the promotion of communication between all chapters and colonies of the District.
 - 2.104.2 The Member-at-Large shall contact all chapters and colonies in the District at least two (2) times in the fall and two (2) times in the winter/spring. He/She shall conduct an in-depth interview and offer feedback in order to assess the strengths, weaknesses, and needs of each chapter and colony.
 - 2.104.3 All information collected by the Member-at-Large shall be drafted into a detailed report. Copies of said report shall be sent to each Western District Officer and Governor.
 - 2.104.4 The Member-at-Large shall be responsible for assisting in the preparation of workshops for District Convention.
- 2.105 The Parliamentarian shall serve as a parliamentary procedure advisor to the district.
 - 2.105.1 The Parliamentarian will be appointed by the District Council at the post-convention meeting by application and selection process.
 - 2.105.2 The Parliamentarian shall be an active member and will not be a voting member of the District Council.
 - 2.105.3 The Parliamentarian shall chair the Jurisdiction Committee.
 - 2.105.3.1 Parliamentarians shall provide a copy of the separate Western District Bylaws to the members of the Jurisdiction Committee.
- 2.201 Candidates for District Office must submit the following:
 - 2.201.1 A written application, stating office sought, as distributed by the Western District Council.
 - 2.201.2 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.

- 2.201.3 A written recommendation from the Chapter Sponsor verifying the candidate's academic standing.
- 2.301 Each officer shall hold no more than two (2) consecutive district year terms in the same office.
- 2.401 A District Officer may be removed from office if sufficient grounds exist to remove the Officer. The Officer's removal may be requested by a chapter, District Officer, or District Governor, according to the following procedures:
- 2.401.1 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.
- 2.401.2 A formal hearing will be established to air the complaint. Notice of the time and date will be sent by the District governor at least thirty (30) days prior to the hearing. Notice will be sent to all chapters of the District. At least seventy-five (75) percent of the District Officers and seventy-five (75) percent of the active chapters delegates must be present at the hearing or represented by proxy. The District Governor shall chair the hearing. The Chair shall insure a fair and impartial hearing of grievances and differences.
- 2.401.3 Following the hearing, chapter shall vote on the removal of the District Officer. The Officer shall be removed following a two-thirds (2/3) majority vote.
- 2.502 If a vacancy occurs in a District Office, the vacancy shall be filled according to the following procedures:
- 2.502.1 If a vacancy occurs in the office of District President, the District Vice President shall automatically succeed to the District Presidency, until the next Western District Convention.
- 2.502.2 If a vacancy occurs in any other District Office, the District President shall notify all chapters of the vacancy. At that time, all chapters can submit to the remaining District Council suggestions and candidates to fill the vacancy.
- 2.502.3 After a period of not less than fourteen (14) days, the District Council shall appoint a candidate to fill the vacated office.
- 2.502.4 The appointed candidate shall take office upon approval of the District Governor(s) and seventy-five (75) percent of all active chapters in the District within thirty (30) days of appointment.

III. Finances

- 3.101 In the event that a chapter misses the deadline for annual dues payment, they shall pay to the Western District of Kappa Kappa Psi a fine in the amount of money lost by the District in allotments because of their tardiness.
- 3.102 At the discretion of the District Governor(s), any chapter not fulfilling its financial obligations to the District may be denied a delegate seat at the District Convention.
- 2.103 Before a district officer can make a purchase for which they will 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 will be financially responsible for the purchase.

IV. Meetings

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

V. Delegates and Proxies

- 5.101 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.
- 5.102 Each chapter will be assessed a delegate fee which must be paid to the District Secretary-Treasurer for each District Convention. Failure to pay the delegate fee will result in loss of the seat to the chapter's delegate or the chapter's chosen proxy.

VI. Committees

- 6.101 The following standing committees shall function at each District Convention: Nominations Committee, Programs Committee, Expansion and Membership Committee, Jurisdiction Committee, and Ways and Means Committee.
- 6.101.1 The Ways and Means Committee shall review and approve a budget for the Western District of Kappa Kappa Psi.

VII. Reports

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

VIII. Awards

- 8.101 Ideal Active Achievement Award
- 8.101.1 The award will be given to a member three (3) times per district year. Submission deadlines will be June 1st, December 1st, and March 1st. The recipients of the award will be announced over the Western District listserv within two (2) weeks of the deadline submission and will be recognized with a certificate and a Western District pin at the District Convention Banquet. The recipients will be selected by the Western District Kappa Kappa Psi Council through nominations from the joint active membership of the Western District.

8.101.2 Below are the criteria for nominating someone for the award:

- 8.101.2.1 Each candidate shall win no more than once per district year.
- 8.101.2.2 District Officers are not eligible, though Chapter Officers are.
- 8.101.2.3 The candidate shall have paid their Active dues on time.
- 8.101.2.4 The candidate shall be active in band.