

Kappa Kappa Psi & Tau Beta Sigma

Kappa Kappa Psi Western District Constitution

Revised: March 30th, 2008

I. General

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

II. Officers

- 2.1 In addition to the duties stated in the National Constitution, the duties of the Western District President shall be as follows:
 - 2.1.1 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.
 - 2.1.2 The President 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 Convention.
- 2.2 In addition to the duties stated in the National Constitution, the duties of the Western District Vice President shall be as follows:
 - 2.2.1 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.
 - 2.2.2 The Vice President shall coordinate colonization activities.
 - 2.2.3 The Vice President shall also be responsible for coordinating educational content and updates made to the Western District Website.
- 2.3 In addition to the duties stated in the National Constitution, the duties of the Western District Secretary-Treasurer shall be as follows:

- 2.3.1 The Secretary-Treasurer shall provide the Western District with a proposed budget for the upcoming district year at least two (2) weeks prior to convention.
- 2.3.2 The Secretary-Treasurer shall maintain a ledger of the Western District's income and expenditures.
- 2.3.3 The Secretary-Treasurer shall compile and publish a roster of names and contact information of all Western District Kappa Kappa Psi Officers by June 1 for Semester Schools and June 15 for Quarter Schools, and shall update said roster by October 15. Copies of said District roster shall be provided to all District Officers, Governors, Chapters, and Colonies within the Western District.
- 2.3.4 The Secretary-Treasurer shall compile and publish a roster of names and contact information of all the Western District Membership by December 1, and shall update said list by March 1. Copies of said District roster shall be provided to all District Officers, Governors, Chapters, and Colonies within the Western District.
 - 2.3.4.1 Chapters shall provide the Secretary-Treasurer with a roster of names and contact information of active chapter membership by November 15. Chapters shall be ineligible to apply for district awards until said roster is submitted.
- 2.3.5 The Secretary-Treasurer shall be responsible for the reproduction and distribution of the current Constitution from the Western District Convention.
- 2.3.6 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.
- 2.4 In addition to the duties stated in the National Constitution, the duties of the Western District Member-at-Large shall be as follows:
 - 2.4.1 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.
 - 2.4.2 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. The Member-at-Large shall conduct an in-depth interview and offer feedback in order to assess the strengths, weaknesses, and needs of each chapter and colony.
 - 2.4.3 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.
 - 2.4.4 The Member-at-Large shall be responsible for assisting in the preparation of workshops for District Convention.

- 2.5 The Parliamentarian shall serve as a parliamentary procedure advisor to the district.
 - 2.5.1 The Parliamentarian shall be appointed by the District Council after all the submitted applications have been reviewed by the District Council.
 - 2.5.2 The Parliamentarian shall be an active member and shall not be a voting member of the District Council.
 - 2.5.3 The Parliamentarian shall chair the Jurisdiction Committee.
 - 2.5.3.1 The Parliamentarian shall provide a copy of the separate Western District Constitution to the members of the Jurisdiction Committee.
- 2.6 Candidates for District Office must submit the following:
 - 2.6.1 A written application, stating office sought, as distributed by the Western District Council.
 - 2.6.2 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.
 - 2.6.3 A written recommendation from the Chapter Sponsor verifying the candidate's academic standing.
- 2.7 Each officer shall hold no more than two (2) consecutive district year terms in the same office.
- 2.8 A District Officer shall be removed from office if sufficient grounds exist to remove the Officer. The Officer's removal shall be requested by a chapter, District Officer, or District Governor, according to the following procedures:
 - 2.8.1 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.
 - 2.8.2 A formal hearing shall be established to air the complaint. Notice of the time and date shall be set by the District Governor(s) at least thirty (30) days prior to the hearing. Notice shall be sent to all chapters of the District. Excluding the Parliamentarian, 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(s) shall (co-)chair the hearing. The Chair(s) shall insure a fair and impartial hearing of grievances and differences.

- 2.8.3 Following the hearing, chapters shall vote on the removal of the District Officer. A two thirds (2/3) majority vote is required to remove the Officer.
- 2.9 If a vacancy occurs in a District Office, the vacancy shall be filled according to the following procedures:
- 2.9.1 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.
- 2.9.2 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.
- 2.9.3 After a period of no fewer than fourteen (14) days, the District Council shall appoint a candidate to fill the vacated office.
- 2.9.4 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

- 3.1 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.
- 3.2 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.
- 3.3 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.

IV. Meetings

- 4.1 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

- 5.1 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.

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

VI. Committees

- 6.1 The following standing committees shall function at each District Convention: Jurisdiction Committee and Nominations Committee.
- 6.1.1 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, paying close attention to constitutionality.
- 6.1.2 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.
- 6.2 Each chapter shall have a voting member on every standing committee, unless that chapter chooses not to do so.

VII. Reports

- 7.1 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.
- 7.2 The host chapter shall submit a report on convention expenses for inclusion in the minutes.

VIII. Awards

- 8.1 Ideal Active Achievement Award
- 8.1.1 Three (3) members shall be awarded per district year.
- 8.1.2 Submission deadlines shall be June 1, December 1, and March 1.
- 8.1.3 The recipients of the award shall be recognized with a certificate and a Western District pin at the District Convention Banquet.
- 8.1.4 The recipients shall be selected by the Western District Kappa Kappa Psi Council through nominations from the joint active membership of the Western District.

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

8.1.5.1 The candidate shall be active in band.

8.1.5.2 The candidate shall have paid their Active dues on time.

8.1.5.3 District Officers are not eligible, though Chapter Officers are.

8.1.5.4 Each candidate shall win no more than once per district year.