

# **Tau Beta Sigma Western District Bylaws**

## **Revised: April 3<sup>rd</sup>, 2005**

### **Article I – General**

- 1.01 This document establishes the authorized regulations pertaining to the functions and operations of the Western District and is intended for use in conjunction with the National Constitution of Tau Beta Sigma and the Western District Joint Bylaws.
- 1.02 This document shall not take precedence over the National Constitution of Tau Beta Sigma
- 1.03 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**

- 2.01 Candidates for elected District Office shall meet the following requirements:
  - a. Be an active member for at least one year
  - b. Complete an interview with the Nominations Committee.
  - c. Cover letter and resume including personal information and goals for the office.
  - d. Letter of recommendation from their Chapter.
  - e. Letter of recommendation from their Chapter Sponsor.
- 2.02 Each District Officer shall hold no more than two consecutive one-year terms in the same office.
- 2.03 The Tau Beta Sigma Western District Council shall consist of the District President, the District Vice President for Colonization and Membership, the District Vice President of Special Projects, and the District Secretary-Treasurer.
- 2.04 In addition to the duties stated in the national constitution, the duties of the District President shall be:
  - 2.04.1 Communicate to the Chapters on matters pertaining to District business and National affairs.
- 2.05 The duties of the District Vice President for Colonization and Membership shall be:
  - 2.05.1 Responsibility for regular communication and correspondence with the appropriate Chapter Officer regarding membership retention, membership education, and expansion.
  - 2.05.2 Coordination of colonization activities with National Headquarters and the National Vice President for Colonization and Membership.
- 2.06 The duties of the District Vice President of Special Projects shall be designated as the programs officer for the District and will include:
  - 2.06.1 Responsibility for creating and developing projects to benefit the District, as directed by the District Council and Counselor.
  - 2.06.2 This Officer shall also be the keeper of the District history.
- 2.07 The duties of the District Secretary/Treasurer shall be:
  - 2.07.1 To record, publish, and distribute the minutes of all meetings of the District to the District Council, the District Counselor, the WDJAA President, and the National President.
  - 2.07.2 Control the receipt and disbursement of all moneys of the District.
  - 2.07.3 Compile and distribute a District Directory twice a year.

2.07.4 Submit to the Ways and Means Committee a report of all of the District Officers' estimated outstanding expenses of their terms by the beginning of the opening joint session at the District Convention.

2.07.5 Send the budget from the above minutes to all individual chapters in the Western District via the Fall Packet and/or individual emails.

2.08 In the event that the Office of President is vacated, the District Vice President of Colonization and Membership shall become the District President.

2.09 Vacant offices shall be appointed by the District Council, with the approval of the Counselor, through an application and interview process. Appointments must happen within thirty calendar days of the vacancy of the office.

2.10 Any elected District Officer may be removed from office if it is determined unanimously by the remaining District Officers and the District Counselor that a District Officer has failed to uphold the duties of her/his office, as set forth in the Constitution, the office may be declared vacant. Notice of such vacancy shall be sent to each chapter by the District Counselor so that chapters may comment and submit suggestions and candidates. The District Counselor shall appoint a replacement subject to confirmation by 75% to active chapters within 30 days of appointment.

2.11 The Parliamentarian will serve as a parliamentary procedure advisor to the district.

2.11.1 The Parliamentarian will be appointed by the District Council for a term running February through April, or as deemed necessary by the District Counselor, by an application and selection process.

2.11.2 The Parliamentarian shall be an active member and will not be a voting member of the District Council.

2.11.3 The Parliamentarian shall chair the Jurisdiction committee.

2.11.4 The Parliamentarian shall ensure that updated copies of the bylaws are distributed to the District Council immediately following District Convention.

2.11.5 The Parliamentarian shall provide a copy of the Bylaws to the separate Jurisdiction Committee.

### **Article III - Committees**

3.01 The standing committees of Tau Beta Sigma Western District will be: Nominations, Expansion and Membership, Way Mean, Programs, and Jurisdiction.

3.02 The Nominations Committee will investigate the eligibility of candidates for District Office according to the requirements set forth by the National and District Constitutions. The Committee will slate one member for each office and will present those names to the Convention. Additional nominees shall be constitutionally qualified and interviewed by the Nominations Committee. A majority of all votes cast will be necessary for election.

3.03 The Expansion and Membership Committee shall examine new ideas on colonization and reactivation of inactive Chapters. In addition, the Committee will discuss new activities and problems within each chapter pertaining to expansion and membership retention. This committee may meet jointly with Kappa Kappa Psi Expansion and Membership Committee.

3.04 The Ways and Means Committee shall propose a budget for the District that will include expenses for officers, publication of The Accent, and other expenses incurred by the District.

3.05 The Programs Committee shall propose new District programs and examine continuing ones. The committee meets jointly with the Kappa Kappa Psi Programs Committee.

3.05.1 The committee shall also meet separately to decide the winner of the AWESOME Award and to conduct further business.

- 3.06 The Jurisdiction Committee shall examine, recommend, and submit to the Convention all propositions, revisions, and alterations for amendment to the District Constitution. This Committee may meet jointly with Kappa Kappa Psi Jurisdiction Committee.

#### **Article IV – Delegates and Proxies**

- 4.01 The active members of the Chapter shall elect or appoint its delegates at a regularly scheduled meeting of the Chapter.
- 4.02 Chapters unable to attend convention may designate another chapter as their proxy delegate.
- 4.03 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**

- 5.01 Elections shall be held annually at the District Convention.
- 5.02 Each name slated by the Nominations Committee shall be considered nominated.
- 5.03 After the slate has been read, nominations from the floor will be accepted.
- 5.03.1 After being nominated, a potential candidate may either accept or decline the nomination.
- 5.03.2 Nominees from the floor must meet the requirements for running for District Office in Section 2.01
- 5.04 Upon closure of nominations, candidates will be asked to leave the session and will individually be brought back to give a speech and for a question and answer session.
- 5.05 If no candidate receives a simple majority vote, a run-off election shall commence between the two candidates with the most votes.
- 5.06 The procedure for selection of Honorary members of the Western District of Tau Beta Sigma shall be as follows:
- 5.06.1 Nominations from any member of the Western District will be sent to the President to be unanimously approved by the Western District Council to receive Honorary status.

#### **Article VI – Amendments**

- 6.01 Individuals or committees may submit proposed amendments to the Jurisdiction Committee to be considered for inclusion in the District Bylaws.