

Tau Beta Sigma Western District Constitution

Revised: March 30th, 2008

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 Constitution.
- 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:
 - 2.01.01 Be an active member in good standing.
 - 2.01.02 Complete an interview with the Nominations Committee.
 - 2.01.03 Submit a cover letter and resume including personal information and goals for the office.
 - 2.01.04 Submit a letter of recommendation from their Chapter.
 - 2.01.05 Submit a letter of recommendation from their Chapter Sponsor.
 - 2.01.06 Candidates for the Western District President shall be an active member for at least one (1) calendar year.
- 2.02 Each District Officer shall hold no more than two (2) consecutive one (1)-year terms in the same office.
- 2.03 The Tau Beta Sigma Western District Council shall consist of President, Vice President of Membership, Vice President of Special Projects, and Secretary-Treasurer.
- 2.04 In addition to the duties stated in the National Constitution, President shall:
 - 2.04.01 Communicate to the Chapters on matters pertaining to District business and National affairs.
- 2.05 Vice President of Membership shall:
 - 2.05.01 Be responsible for regular communication and correspondence with the appropriate chapter officer regarding membership retention, membership education, and expansion.
- 2.06 District Vice President of Special Projects shall:

- 2.06.01 Be responsible for creating and developing projects to benefit the District, as directed by the District Council and Counselor.
- 2.06.02 Compile events, names, dates and activities of importance to the district and update the district history each year. History shall be published to the district prior to District Convention via the Western District website and announced via the Western District listerv.
- 2.07 District Secretary-Treasurer shall:
 - 2.07.01 Record, publish, and distribute the minutes of all meetings of the District to the District Council, the District Counselor, and the National President.
 - 2.07.02 Control the receipt and disbursement of all monies of the District.
 - 2.07.03 Compile and distribute a District Directory twice a year.
 - 2.07.04 Submit a detailed ledger to be included in the above minutes of all of the district expenses during their term by the beginning of the opening joint session at the District Convention.
 - 2.07.05 Submit a proposed budget to be included in the above minutes for the following term that is based on the above ledger to the district by the beginning of the opening joint session at the District Convention.
 - 2.07.06 Always have readily available an updated copy of the budget to be presented if requested by the District Council or chapter members.
- 2.08 In the event that the Office of President is vacated, the District Vice President 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 and must be confirmed by a simple majority of the active chapters.
- 2.10 No person who ran unopposed at District Convention may be eligible for appointment by the District Council for the same office if left vacant unless no other eligible applicants apply.
- 2.11 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.
 - 2.11.01 Notice of such vacancy shall be sent to each chapter by the District Counselor so that chapters may comment and submit suggestions and candidates.
 - 2.11.02 The District Counselor shall appoint a replacement that must be confirmed by a simple majority of the active chapters within thirty days of appointment.
- 2.12 A chapter may voice complaint(s) regarding the ability of a District Officer to uphold the duties of her/his office, as set forth in the Constitution, in the following way:

- 2.12.01 The chapter(s) involved shall voice their complaint(s) to the District President and the District Counselor. If the officer in question is the District President, then the chapter(s) involved shall contact the District Counselor and the Vice President of Membership.
- 2.12.02 The District President and the District Counselor have up to a fortnight in which to contact the officer in question and contact the chapter(s) involved. If the officer in question is the District President, then the District Counselor and the Vice President of Membership have up to a fortnight to follow the above procedures.
- 2.12.03 If deemed necessary by the District President and District Counselor, the procedures described in 2.11 shall be followed. If the officer in question is the District President, the District Counselor and the Vice President of Membership, if they deem necessary, shall follow the procedures described in 2.11.
- 2.13 The Parliamentarian shall:
 - 2.13.01 Serve as a parliamentary procedure advisor to the district.
 - 2.13.02 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.
 - 2.13.03 Be an active member and shall not be a voting member of the District Council.
 - 2.13.04 Chair the Jurisdiction committee.
 - 2.13.05 Ensure that updated copies of the Constitution are distributed to the District Council immediately following District Convention.
 - 2.13.06 Provide a copy of the Constitution to the separate Jurisdiction Committee.

Article III - Committees

- 3.01 The standing committees of Tau Beta Sigma Western District shall be: Nominations, Membership, Programs, and Jurisdiction, and Convention Site.
 - 3.01.01 The following committees shall meet jointly with their Kappa Kappa Psi counterparts: Programs, Jurisdiction, Publications, and Convention Site.
 - 3.01.02 The special committees of Tau Beta Sigma Western District shall be: Ways and Means.
- 3.02 The Nominations Committee shall:
 - 3.02.01 Investigate the eligibility of candidates for District Office according to the requirements set forth by the National and District Constitutions.
 - 3.02.02 Slate up to one (1) member for each office and shall present those names to the Convention the night prior to closing session.
 - 3.02.03 Interview additional candidates who meet the qualifications in the Constitution.

3.02.04 Have the authority to waive any requirement stated in 2.01 except 2.01.01, 2.01.02, and 2.01.06 for a candidate running off the floor provided the requirements are fulfilled within thirty days of election, if elected.

3.02.04.01 Failure to meet the requirements results in a vacant office to be filled per 2.09.

3.03 The Membership Committee shall:

3.03.01 Discuss new ideas and potential resources to be used for membership retention, education, involvement, and recruitment.

3.04 The Programs Committee shall:

3.04.01 Meet separately to decide the winner of the Tau Beta Sigma Tiger Award and the Outstanding Graduating Senior Award.

3.05 The Jurisdiction Committee shall:

3.05.01 Examine, recommend, and submit to the Convention all propositions, revisions, and alterations for amendment to the District Constitution

3.06 The Ways and Means Committee shall be formed on an as-needed basis determined by the Western District President under the advisement of the Western District Secretary/Treasurer for the purpose of handling discrepancies or financing special projects.

Article IV – Delegates and Proxies

4.01 The active members of the Chapter shall elect 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 shall be accepted.

5.03.01 After being nominated, a potential candidate may either accept or decline the nomination.

5.03.02 Nominees from the floor must meet the requirements for running for District Office in Section 2.01, unless waived by the Nominations Committee as described in 3.02.04.

- 5.04 Upon closure of nominations, candidates shall be asked to leave the session and shall individually be brought back to give a speech and for a question and answer session.
- 5.05 A majority of all votes shall be necessary for election.
- 5.05.01 If no candidate receives a simple majority vote, a run-off election shall commence between the two candidates with the most votes.
- 5.05.02 In the event that a tie cannot be broken, the office shall remain vacant.
- 5.06 The procedure for selection of Honorary members of the Western District of Tau Beta Sigma shall be as follows:
- 5.06.01 Nominations from any member of the Western District shall be sent to the WD President to be unanimously approved by the Western District Council to receive honorary status.

Article VI – Awards

- 6.01 The Distinguished Sister Award:
- 6.01.01 This award shall be presented in recognition of strong members of the Western District who exemplify our Purposes, Five Qualities, and Eight Essentials through their attitude. Evaluation shall include: involvement, participation, leadership, and inspiration. This shall be displayed through Tau Beta Sigma and their respective band programs. The winner shall be decided by the Western District Council three (3) times annually by September 15, December 15, and March 15.
- 6.02 The Tau Beta Sigma Tiger Award:
- 6.02.01 This award shall be presented in recognition of the chapter that exudes the most spirit and participation at Western District events. The winner shall be decided by the Programs Committee.
- 6.03 The Outstanding Graduating Senior Award:
- 6.03.01 This award shall be presented to a graduating member of Tau Beta Sigma in recognition of their dedication to the Ideals of the Sorority, academic achievement, and leaving a lasting impact on their chapter. The winner shall be decided by the Programs Committee.

Article VII – Amendments

- 7.01 Individuals or committees may submit proposed amendments to the Jurisdiction Committee to be considered for inclusion in the District Constitution.
- 7.02 Any part of this Constitution may be amended at any time by a simple majority of all eligible voting chapters of the district.