

# *Kappa Kappa Psi*

## *Southwest District Constitution*

*New Mexico—Arkansas—Louisiana—Texas—Oklahoma*

Revised 2011

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### **Section 1: General**

1.01

The name of this organization shall be the Southwest District of Kappa Kappa Psi, National Honorary Band Fraternity for College and University Band Members.

1.02

Whereas, Kappa Kappa Psi Fraternity and Tau Beta Sigma Sorority for College and University Band Members are recognized as separate sets of officers, rituals, histories, and traditions, it is hereby stated that the two organizations shall remain such, and that the Southwest District Constitution of Kappa Kappa Psi Fraternity shall not merge or unite in any way with the Southwest District Constitution of Tau Beta Sigma Sorority in such a way that one constitution may govern both bodies.

1.03

This document shall take effect upon the favorable vote of 75% of the voting delegation of the District Convention and after approval of the National Executive Director and National Council. Upon these approvals, all previous district constitutions shall no longer be in effect.

1.04

This Constitution shall in no way conflict with or receive priority over the National Constitution except upon the approval of the National Council.

1.05

This Constitution may be amended by a 75% vote of the voting delegates at a district convention.

The proposed amendment must be presented in writing to the Jurisdiction Committee. They shall examine the proposal during the course of the convention and report their recommendation to the entire delegation, at which time it shall be voted upon. If, after votes are cast, 75% of the delegation are in favor of adoption, the amendment shall become effective at the conclusion of the convention unless otherwise noted.

1.06

If a favorable vote on a proposed amendment is less than 75%, yet there is a majority vote, the proposed amendment shall be tabled until the next regularly called District Convention of the Fraternity. During the interim between conventions it shall be published in the minutes of the convention at which it was proposed under the caption "proposed amendments to the constitution." If at the next regularly called convention it shall receive 75% of the votes cast it shall become operative and effective immediately, contingent upon approval by the National Executive Director and National Council unless otherwise stated in the amendment.

1.07

The Southwest District of Kappa Kappa Psi recognizes the coordination of business activities with the Southwest District of Tau Beta Sigma. In such instances when both Kappa Kappa Psi and Tau Beta Sigma must vote on a joint proposition, a majority vote of both organizations is required to pass said proposition.

1.08

The Southwest District of Kappa Kappa Psi Fraternity expressly prohibits discrimination by any component part of the fraternity on the basis of race, national origin, gender, sexual orientation, religion, physical or mental handicap, marital, or veteran status. Rather it is the policy of the fraternity to foster a spirit of mutual understanding and respect among all people, especially those involved with college and university bands, remembering that music is the universal language.

## **Section 2: Officers**

2.01

The Southwest District shall be under the Jurisdiction of the District Governor(s). The elected officers of the Southwest District shall be the President, Vice-President, Secretary/Treasurer, and Members-at-Large.

2.02

The election of officers will be held at the last regularly scheduled separate meeting at the Southwest District Convention. Officers shall be elected by a majority vote of the delegates present and voting. If no simple majority is produced in officer election, a run-off election shall be held between the two candidates with the highest number of votes. Officers shall serve a term of office of one year, from convention to convention.

2.03

Qualifications for each office shall be as stated in section 5.3 of the National Constitution.

2.04

Each person seeking a District Office shall submit a candidacy packet that should include: letters of recommendation from their chapter and all sponsors, resume, and a list of goals for their intended office complete with ways they envision achieving said goals. The committee shall report on the eligibility of such candidates to the convention at the next session. All names approved by the Nominations Committee shall be read and automatically entered into nomination for the respective office. Additional nominations may be made from the floor of the convention

by an official delegate. The Nominations Committee shall consider the additional nominees to determine eligibility at its next committee meeting following the nomination session. The committee may further recommend one candidate for each district office. A majority of all votes cast shall be necessary to elect.

#### 2.05

The District President shall preside over all meetings of the district, and shall be responsible for the execution of programs, activities, committee reports, etc. at the district level as passed by the District Convention. The President shall call meetings of the district officers when necessary and advise the National Council on the selection of the District Governor(s). The President shall appoint and shall be a member ex-officio of all committees and shall render all possible assistance to the Governor(s). In the absence of the District Governor(s), the President shall be designated as the official representative of the district whenever such representation is required.

#### 2.06

The District Vice-President shall, in the absence of the District President, preside over all meetings. The Vice-President shall coordinate colonization activities for the district council and shall assist the National Vice-President of Colonization and Membership and National Headquarters with maintaining open lines of communication with colonies. The Vice-President shall coordinate internal activities for the District; internal activities being defined as membership growth membership retention, and music education. The Vice-President will oversee and execute programs for the Joint Action Committee for Music Education in consort with the Tau Beta Sigma Southwest District Vice President of Special Projects. The Vice-President shall also act as Sergeant-At-Arms at the District Caucuses and be responsible for arranging meeting places at National Convention, unless otherwise delegated to another district officer by the District President.

#### 2.07

The District Secretary/Treasurer shall record, publish, and post on the district website all amendments and revisions to the district constitution and the minutes of all meetings, and notify the District Governor(s), the National Council, and officers. The Secretary/Treasurer shall locate and correct all typographical/grammatical errors and remove all expired grandfather clauses from the District Constitution. The Secretary/Treasurer shall submit reports, on December 1<sup>st</sup> and April 1<sup>st</sup>, of all changes to each chapter, District Officers, and District Governor(s). The Secretary/Treasurer shall control the receipts and disbursements of all moneys of the District. The Secretary/Treasurer will be required to submit an itemized list of all District expenditures on the following dates: December 1<sup>st</sup> and April 1<sup>st</sup>. Copies of the itemized expenditures list will be furnished to all District Officers, the District Governor(s), and the National Headquarters. The Secretary/Treasurer will chair the Ways and Means Committee and shall distribute a District Constitution to each chapter in the fall term following a spring District Convention. The Southwest District Constitution shall be maintained electronically, to be circulated to all new Secretary/Treasurers and chapters. Corrections and modifications shall be made following each District Convention. The Secretary/Treasurer shall keep records of all chapters in attendance at District Convention with regards to official delegate and chapters they proxy for. This information will be used to assist the District Vice-President with encouraging less active chapters to participate in District Activities.

#### 2.08

The two District Members-at-Large shall be able representatives of the active chapters at all times. The Members-at-Large shall work with the officers in promoting communication with all chapters, colonies, and shall represent the District to the National Vice President for Student Affairs. They shall communicate with each chapter at least three times throughout the year. They

shall also serve as the historians of the District and may also jointly chair the History and Traditions Committee. They shall be responsible for the Southwest District scrapbook and history book. The Members-at-Large shall correspond with each other on a regular basis and shall maintain a record of all correspondence between themselves and district chapters. The Members-at-Large shall be designated liaisons to the publisher(s) of the *New ALTO*.

2.09

Each District Officer shall be required to submit an article or letter for publication in each issue of the *New ALTO*.

2.10

All District Officers are authorized to organize a committee within their own chapters to assist in the operation of the office. It is the responsibility of the officer's chapter to support the officer in any way needed.

2.11

All officers serve without compensation. Expenses of the officers, when authorized by the District Governor(s), shall be paid by the District upon the presentation of a valid receipt for money dispersed in the name of the District.

2.12

In the event the office of President becomes vacant prior to the end of the term of office, the highest ranking member shall automatically succeed to the office of President until the next convention. In the event of a vacancy in the offices of Vice-President, Secretary/Treasurer, or Members-at-Large, the District Governor(s) shall notify all chapters of the vacancy. Any active members of the district may apply to the District Governor(s) for the position. After 30 days of such notice, the remaining officers, subject to the approval of the District Governor(s), shall make an appointment to fill the vacancy. Persons filling vacancies shall serve until the next District Convention.

2.13

After January 1<sup>st</sup>, all vacant District Offices shall be appointed by the District Council. Current District Officers shall not be eligible for any vacancies after January 1<sup>st</sup>. All appointments are subject to approval of the District Governor(s). The Council shall immediately notify all chapters of the appointments.

### **Section 3: Committees**

3.01

The standing committees of the district shall be Ways and Means, Jurisdiction, Nominations, Publications, Convention Site, Colonization and Membership, History and Traditions, Spirit, Joint Action Committee for Music Education, and Judging. The District President may appoint other committees or restructure a standing committee as deemed necessary with the advice of the District Council.

3.02

No later than thirty (30) days prior to the opening separate session of convention, all committee chairs shall be selected and all committee charges shall be published and made known to the chairs.

3.03

Committee Chairs and members shall receive any and all necessary paperwork from their

respective District Officers at District Convention. This includes any and all changes in the committee charges that have been submitted to the District Council.

3.04

Committee chairs shall be assigned by the President unless stated otherwise in this Constitution. The President shall have the authority to appoint advisors to committees as he/she deems necessary. Notification of assignments will be sent out to each chapter prior to the District Convention.

3.05

The Ways and Means Committee will examine, recommend, and submit all propositions related to the finances of the District. It will prepare an operating budget for the ensuing year and present it to the District Convention for approval. The committee will be chaired by the Secretary/Treasurer.

3.06

The Jurisdiction Committee shall examine, recommend, and submit to the District Convention, all propositions, revisions, and alterations for the amending of the District Constitution.

3.07 The Nominations Committee shall examine and submit to the District Convention, a list of all constitutionally qualified nominees for each office. The committee will also recommend one candidate for each office that it feels is the best qualified to be a District Officer. No member of a chapter with a candidate for district office shall serve on the Nominations Committee.

3.08

The Publications Committee shall review the qualifications of the chapter(s) bidding for the publication rights of the District Newsletter and present its recommendation to the convention. The Publications Committee will also be responsible for evaluating the District Website and recommending any changes. This will be a joint committee with Tau Beta Sigma. No member of a chapter presenting a bid may serve in any capacity on this committee.

3.09

The Convention Site Committee, a joint committee with Tau Beta Sigma, will review the qualifications of chapters bidding to host the next convention based on criteria established at the previous District Convention, and present its recommendation to the convention. This committee shall also reevaluate the criteria to be used at the next convention by those submitting bids. No member of a chapter presenting a bid may serve in any capacity on this committee.

3.10

The Committee of Colonization and Membership shall examine, recommend, and submit to the District assembled at the convention, all propositions related to colonization and reactivation within the District. The committee shall also consider matters of internal expansion and maintenance of active membership. This committee shall be chaired by the District Vice-President.

3.11

The History and Traditions Committee shall examine, recommend, and submit to the District all propositions related to the history and traditions of the Fraternity.

3.12 The Spirit Committee shall examine the spirit of Brotherhood and participation at the annual District Convention and shall publicly recognize the winning chapter at the closing banquet. The Spirit Award shall be granted as per guidelines established in Appendix 3 of this Constitution. The Spirit Committee will also determine the recipient of The Spirit of the Southwest Award (“The Cup”) established in Appendix 4 of this Constitution. No member of a chapter eligible for awards granted by the Spirit Committee at District Convention shall serve on

the Spirit Committee. No member of a chapter eligible for awards granted by the Spirit Committee at District Convention shall serve on the Spirit Committee.

- 3.13 The Joint Action Committee for Music Education, with Tau Beta Sigma, shall discuss matters pertinent to the advancement of music education and submit ideas to chapters throughout the district that will help to stimulate local music programs. In addition, JACME will budget the previous year's funds into portions not to exceed 1/3 each for the following: an educational speaker or conductor, a cash gift, and the Service to Music Education Grant.
- The guest conductor, artist or music education speaker will be selected by the host chapter (must be included in the bid with budgeted amount) or at the discretion of the district councils.
  - The cash gift will be to a middle or high school music program, local to the host chapter, in need of monetary support
  - The Service to Music Education grant will be awarded to a select submitted proposal. All grant proposals will be due by the end of the first Joint Session. Grants must have final approval by Kappa Kappa Psi Southwest District Governor(s) and Tau Beta Sigma Southwest District Counselor(s). Additional requirements will include a follow-up article in any southwest district and/or national publication. The submitted proposal must include:
    1. Application form.
    2. Current chapter budget and status of chapter account.
    3. An essay detailing the proposed service project/use of the money requested and how it may affect the community.
    4. A letter of recommendation from the Director of Bands and/or Sponsor.
  - The amount of the Service to Music Education grant will not exceed the amount of available JACME funds provided by the previous convention's JACME fees. If budgeted funds are not used, the JACME committee may redistribute funds as they see fit. This redistribution will not affect the standing budget of 1/3 to each JACME program for the following year.

3.14

The Judging Committee shall be responsible for reviewing and evaluating all applications for the D.O. Wiley award, and selecting a recipient at each convention as outlined in Appendix 1 of this Constitution.

**Section 4: Delegates and Proxies**

4.01

Each chapter in the district having paid its National, District, and past due assessments, shall be represented at the District Convention by delegate or proxy, as defined by section 5.601 of the National Constitution. This status will be determined by a listing from the National Office at a date one week prior to the opening session of the District Convention.

4.02

Each delegate and the alternative delegates of a chapter shall have an official statement signed by the local President and Sponsor to the effect that they have been duly elected by their chapter. Each chapter in attendance at the District Convention may be assessed a delegate fee, payable to the Secretary/Treasurer, in an amount to be determined by the Ways and Means Committee. This fee is assessed at the discretion of the District Council with approval of the National Executive Director.

4.03

The District President shall seat each chapter delegate alphabetically from the active chapters

present. If at the end of the first roll call, there are any lacking representatives, those chapters seated will be called upon alphabetically to

serve as proxies for the absent chapters. The first proxy shall come from the chapter following the last chapter to provide a proxy at the previous convention. No chapter shall hold more than two (2) proxies (i.e. shall hold

more than three [3] voting seats). Should official delegates appear following the seating of the proxies; the chapter's proxy shall cede the seat to the official chapter delegate.

4.04

An active chapter shall submit a written proxy designating any other active chapter, from its District, to represent at the District Convention. The written proxy must be submitted to the District President by the opening separate session of the Convention. The chapter issuing the proxy and the chapter designated as the proxy holder must be active with the National Headquarters. All proxies not meeting the above requirements are void.

#### **Section 5: Meetings**

5.01

A regularly called District Convention shall be held every year. The location is to be determined by the previous convention. In the absence of a decision by the convention, a site will be chosen by the District Governor(s). The date of the convention will be determined by the host chapter.

5.02

All chapters shall submit the necessary forms and/or award applications to the respective District Officers no later than two (2) weeks prior to opening session of a regularly scheduled District Convention.

5.03

Special District Conventions may be called upon a favorable vote of 75% of the chapters in good standing, or upon recommendation of the District Governor(s) and the entire District Council.

5.04

Special Officer Meetings of the district may be called by the president or District Governor(s) at their discretion.

5.05

Official delegates from the majority (51%) of the chapters of the district in good standing together with at least two (2) District Officers shall constitute a quorum at a District Convention.

5.06

All chapters sponsoring the Southwest District Convention will be required to notify all participating chapters sixty (60) days in advance concerning service charges and information concerning dates and planned activities as approved by the National Council. The District Council will provide the host chapter such information as is required at least two (2) weeks in advance of this date.

5.07

The Southwest District will be divided into six (6) areas as indicated in Appendix 4. Each area will have a workshop for the chapters in that Area. Workshops

will be held on a Saturday sometime before the District Convention (preferably in the early spring

semester). Workshops should include informational topics relating to Kappa Kappa Psi and Tau Beta Sigma on the National, District, or Chapter level. Separate or joint sessions should include open forums to get more people involved. At least one District Officer should be on hand to discuss issues relating to the District and the upcoming Convention. Chapters that are unable to attend their assigned workshops are encouraged to attend the workshop closest and/or most convenient to them. Each area will host an annual workshop. The host(s) of each workshop will change every year based upon a rotation schedule maintained by the Joint District Council. If a site is not chosen for a workshop, the site will be up to the Joint District Councils to ask a chapter to host the next workshop. Location and tentative dates for each workshop will be presented to the District Officers at the preceding District Convention. At least thirty (30) days notice should be given to the chapters in an area on the date and the host chapter(s) should keep costs a minimum. There will be no compensation from the District accounts to host a workshop.

#### 5.08

Each District Convention is encouraged to have a Keynote Speaker at the opening joint session. The speaker must either be active, alumni, life, or an honorary member of Kappa Kappa Psi or Tau Beta Sigma. The following guidelines

will be followed in the selection of the keynote speaker:

A.

The host chapters will notify all chapters in the district of the convention theme and the speaker deadline by October 1. The keynote Address shall include items of interest to both Kappa Kappa Psi and Tau Beta Sigma relating to music, band, or the organizations and should incorporate the district theme whenever possible. Each nomination must also be accompanied by a letter of recommendation from his/her chapter by December 1.

B.

The joint host chapters shall review the nominations and select the top five candidates to be submitted to the Joint District Officers by January 15 for the final decision. The Keynote Speaker will be notified by January 31. Should the first selection be unable to attend, the second selected candidate shall be notified, etc. The candidates' speeches that are not selected will be given to the *New ALTO* for possible publication.

C.

The selected speaker shall have his/her district registration fees paid and their transportation costs paid, not to exceed \$150.00. The fee allotment shall be divided equally between the Southwest District of Kappa Kappa Psi and Tau Beta Sigma. Any amount exceeding the amount budgeted by the district will be covered by the host chapters.

D.

The host chapters shall take care of all the arrangements for getting the speaker to the convention.

#### 5.09

All chapters bidding to host Southwest District Convention shall be allotted seven (7) minutes to present their bid to the delegation, followed by a three (3) minute question and answer session with the delegation.

#### 5.10

Within thirty (30) days following convention, the elected Host Chapter(s) shall submit a copy of all proposed contracts to the District Governors, Counselors, Chapter Sponsors, and Legal Advisors. Reviewers must respond within ten (10) days after receipt of the proposed contracts. If the review is found unsatisfactory, the Council will have the option of determining the best course of action.

#### 5.11

Host Chapter(s) shall honor the bid presented and voted on by the delegation. If Host Chapter(s) must make changes, they should inform the Governor(s), Counselor(s), and the Councils, and notification of changes should be made to all Chapters in the District if the Councils deem it necessary.



#### 5.12

Host Chapter(s) should add 5% to their registration and banquet costs to cover any unexpected expenses that may arise. Any profit made over \$300.00, not including chapter fund-raisers, must be donated to Kappa Kappa Psi and Tau Beta Sigma. The money should be divided as follows—one third-National Headquarters, one third-Kappa Kappa Psi SWD, and one third-Tau Beta Sigma SWD.

#### 5.13

Host Chapters should add a \$2.00 fee to the final registration fee as a collection for the Joint Action Committee on Music Education. All proceeds collected through this fee shall be submitted to the District Secretary/Treasurer no later than forty-five (45) days after the close of convention. These funds are to be used by the Joint Action Committee for Music Education as specified in article 3.13.

#### 5.14

When problems arise, Host Chapter(s) should contact the following people in respective order: Sponsor, Band Director, Governors and Counselors, District Officers, National Headquarters, and National Council.

### **Section 6: Finances**

#### 6.01

All National dues and fees will be paid to the National Executive Director who will in turn deposit per capita to the district fund in two (2) annual payments, as stated in the National Constitution. The National Executive Director will deposit \$2.00 for each member dues paid prior to January 1 and \$2.00 for each initiate fee paid during the academic year. In addition, \$2.00 for each member dues paid prior to January 1 will be placed in a special fund which is divided equally among the six (6) districts.

#### 6.02

Any active member dues received after January 1 will not be dispersed to the District.

#### 6.03

District funds will be deposited through the National Headquarters. Checks will be issued from the National Headquarters, after approval from the District Secretary/Treasurer and the District Governor(s).

#### 6.04

All District Officers shall have a budget allocation (set at the convention prior to their term) from district funds to be used to carry out their duties and obligations.

#### 6.05

All District Officers shall submit their final purchase requisitions to the Secretary/Treasurer by the end of a two (2) week period after the close of that year's District Convention or date of resignation, whichever is earlier, or forfeit any possible reimbursement.

#### 6.06

At the end of each fiscal year, all unused funds and any Southwest District NIB scholarship funds that are not awarded will remain in the Southwest District account, of which the total NIB amount and 50% of the remaining funds will be used for commissioning works. The fiscal year will start with the close of

the Southwest District Convention and end with the close of the following district convention.  
6.07

At the end of the fiscal year, any district officer that has travel costs that exceed the allotted amount shall forfeit any travel reimbursement.

#### **Section 7: Reports**

7.01 Each District officer, committee chairman, and chapter shall submit a report at each District Convention. This report shall be typewritten with one hard copy submitted to the Secretary/Treasurer for their records. Additional copies shall be maintained in an electronic format for the year's convention minutes and accessible by chapters in attendance.

7.02 Each chapter is encouraged to submit an Annual Chapter Report with a review of

said chapter's activities for the year.

7.03

Oral Presentations of Chapter Reports will be required unless deemed unnecessary by the District President and the delegation.

#### **Section 8: Publications**

8.01 The District newsletter shall be called the *New ALTO*. The *New ALTO* shall be published primarily as on online presence in the form of a website. A print publication of the *New ALTO* should also be created and made available online in a PDF format (able to be downloaded). A hard copy will be sent to National Headquarters, National Officers, and the Board of Trustees for both organizations.

8.02 A Southwest District Webmaster, appointed by the District Council, shall be charged

with the design and maintenance of the New Alto website.

a) The Southwest District Webmaster shall be appointed by the District Council as necessary

8.03 Bids for the *New ALTO* must be accepted at each District Convention before the close of

the first day. If no chapter is selected to host the *New ALTO*, the joint District

Councils shall select a host for the *New ALTO*.

8.04 All materials pertaining to the *New ALTO* shall be turned over to the new host chapters as well as the newly elected (District Vice President of Special Projects/District Member-at-Large) at District Convention.

8.05 The *New ALTO* shall be published twice a year. Publication dates will be November 15<sup>th</sup> and April 1<sup>st</sup>. The host chapters shall set deadline dates for submission of articles. They shall also be required to inform all chapters of the district at least six weeks in advance of the submission deadlines.

8.06 Financing of the *New ALTO* shall be the responsibility of the District. The host chapters of the *New ALTO* are responsible for submitting all expenditures to the District Secretary/Treasurers