

THE SOUTHWEST DISTRICT OF TAU BETA SIGMA



Revised 2017

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The Constitution of the Southwest District of Tau Beta Sigma

Part I: General

- 1.01 This document establishes and prescribes the authorized regulations pertaining to the function and the operations of the Southwest District of Tau Beta Sigma.
- 1.02 The name of this organization will be the South-west District of Tau Beta Sigma, National Honorary Band Sorority for College and University Band Members.
- 1.03 The Southwest District will consist of all active chapters and colonies of Tau Beta Sigma in the states of Arkansas, Louisiana, Texas, Oklahoma, and New Mexico.
- 1.04 The Newly Revised Robert's Rules of Order, will govern the deliberations of the component parts of the District assembled in meeting.
- 1.05 Proposed amendments to the constitution will be presented in writing at regularly called Southwest District conventions and will be referred to the Committee on Jurisdiction and Finance, who will review and report upon said amendment.
 - a. If three-fourths of the votes cast by the convention are favorable, the proposed amendment will be declared adopted.
 - b. If the favorable vote on a proposed amendment is less than three-fourths, yet there is a majority vote, the proposed amendment will be tabled until the next regularly called convention, where it will undergo the voting process again. If a favorable three-fourths vote is not obtained then, the amendment will be declared defeated and will not be considered again at that convention.
 - c. The District Council, upon unanimous agreement, shall be authorized to make technical and conforming changes to the governing documents of Tau Beta Sigma as may be necessary to reflect the intent of the Sorority. A record of all changes made during the year shall be presented to the Jurisdiction and Finance committee at the subsequent District Convention.
- 1.06 The Southwest District of Tau Beta Sigma recognizes the use of joint meetings with the Southwest District of Kappa Kappa Psi to adopt new programs and procedures and select convention host chapters. In such joint meetings, the definition of "majority" to consider a motion to have passed shall be defined as having both a majority of the Tau Beta Sigma delegates and a majority of the Kappa Kappa Psi delegates voting in the affirmative.

Part II: Officers

- 2.01 The Southwest District will be under the jurisdiction of the District Counselor(s) who is appointed by the National President and approved by the National Council. The chapters assembled in the Southwest District Convention will elect a District President, Vice-President of Membership, Vice-President of Special Projects, and a Secretary/Treasurer.
- 2.02 Each District Officer shall be at least a sophomore student with a current minimum cumulative GPA of 2.5 and an active member of the Sorority in good standing at the time of election. Officers elected during their final year of college may serve out their current term of office, provided they are a Life Member. Each District Officer shall have more than ordinary business and professional ability and shall be capable of representing the

Sorority and the District when called upon to do so. She/He should have the best interests of the Sorority at heart and should be willing and able to devote the necessary time to the execution of the duties imposed by her/his office and shall be actively participating in or serving bands during their term of office.

- 2.03 Candidates for district office will be required to present the following: (See Section 3.09.)
 1. A professional resume
 2. A Tau Beta Sigma resume stating their history in the organization
 3. A letter of intent
 4. Letters of recommendation from:
 - a. The candidate's chapter
 - b. The chapter sponsor(s)
 - c. A professor of the candidate's major
 5. A platform stating ideas and objectives for the intended office
 6. Candidates for District Office will be required to provide proper documentation of her/his current cumulative GPA for review to the Nominations Committee. Documentation will be submitted as a separate document.
- 2.04 The District President, Vice-President of Membership, Vice-President of Special Projects, and the Secretary/Treasurer will serve for one year.
- 2.05 The District Counselor(s) will be the Administrative Officers of the District. She/He will be a non-voting member of all District Committees, which the District President will appoint. She/He will act in an advisory capacity to the National Council, the District, and to the Chapters in the District. She/He will be designated as the official representative of the District whenever such representation is required, and when requested by the National Council, act as the Official Inspecting Officer of the Sorority of all chapters in the District. She/He will review each officer's GPA for each semester during her/his term of office.
- 2.06 The District President will preside at all meetings of the District. She/He will appoint and is an ex-officio member of all committees, and will render all possible assistance to the District Counselor(s). In the absence of the District Counselor(s), she/he may be designated as the official representative of the District whenever such representation is required. She/He will be the Official Delegate of the District at the National Convention. She/He oversees and acts as advisor for all District activities and carries on communication within the District. She/He will serve on the committee on Credentials during District Convention. 5
- 2.07 The District Vice-President of Membership will, in the absence of the President, preside at all meetings of the District. She/He should assist the District President and District Counselor(s) in any way possible. She/He will have jurisdiction over all Area Workshops. She/He will advise on the committee on Membership during District Convention.
- 2.08 The District Vice-President of Special Projects shall be responsible for designing and implementing special projects as determined by the District Council. She/He will maintain a scrapbook of documented activities of the District to be presented at the District and National Convention. She/He will be responsible for the publicity of all Area Workshops. She/He shall organize and execute at least one District service project by the close of convention week-end. She/He will oversee and execute programs for the Joint Action Committee with their Kappa Kappa Psi counterpart. She/He should assist the District President and the District Counselor(s) in any way possible.
- 2.09 The District Secretary/Treasurer will record, publish, and distribute the minutes of the meetings of the District Convention. She/he will make revisions to the District

Constitution to reflect amendments made at District Convention within sixty (60) days after the close of the convention. A copy of the minutes and revised District Constitution shall be sent electronically to the District Counselor(s), the newly elected District Officers, the National Headquarters, and the National Council by July 1st. A link shall be posted on the Southwest District website by September 1st. She/He will, with the approval of the District Counselor(s), control the disbursement of all monies of the District. She/He should assist the District President and District Counselor(s) in any way possible. She/He will advise the Committee on Jurisdiction and Finance during District Convention.

- 2.11 Each District Officer will submit documentation of her/his current cumulative GPA to the District Counselor(s) for review each semester during her/his term of office.
- 2.12 Each District Officer will submit an article or letter for publication in each issue of the New Alto.
- 2.13 District Officers will serve without compensation.
- 2.14 District Officers will not have a vote, except the President, who will vote only in the case of a tie. If the District Vice President of Membership, Vice President of Special Projects, or the Secretary/Treasurer is the only representative of her/his chapter, she/he may serve as their chapter's Official Delegate, and will have the rights and privileges thereof.
- 2.15 If the office of District President is vacated, the Vice President of Membership will fill the vacancy.
- 2.16 If any office other than the President becomes vacant, the remaining District Council and the District Counselor(s) will determine if it is necessary to fill the vacancy. If it is determined that it is necessary to fill the vacancy, it will be according to section 2.18.
- 2.17 Dismissal of a District Officer shall be brought about if it is determined that the officer is not fulfilling the obligations and/or requirements of her/his office as stated in the Constitution. Requests will be submitted to the District Counselor(s). The District Council and the District Counselor(s) will then review the re-quest. A unanimous decision of the District Council, excluding the officer in question, and the approval of the District Counselor(s) shall be necessary in order to dismiss that officer.
- 2.18 The following procedure is required when filling a vacancy, other than District President:
 1. Active chapters in the District will be notified of the vacancy, and whether or not the vacancy will need to be filled, within one week.
 2. Actives interested in applying for the vacant position will notify the District Counselor(s) within one week of the chapter notification. The applicant will submit a packet as specified in Section 2.03.
 3. The District Council and the District Counselor(s) will review the qualifications and inter-view the candidates.
 4. District Officers will independently notify the District Counselor(s) of their decision as to the best candidate for the vacant office.
 5. A candidate will be selected to complete the term of the vacant office after receiving a 2/3 vote of the remaining District Council and approval of the District Counselor(s).
 6. Once a candidate is selected the active chapters within the District will be notified of the replacement. The entire process should take approximately three weeks to replace a vacant position on the Council.

Part III: Committees

3.01 The standing committees of the Southwest District will be:

- Committee on Membership
- Committee on Convention Site
- Committee on Credentials
- Committee on Jurisdiction & Finance
- Committee on Nominations
- Committee on Programs
- Committee on Spirit & Sisterhood
- Committee on History & Traditions
- Joint Action Committee

Other special committees may be created when considered necessary by the District Counselor(s) and/or the District President.

3.02 All committees will be appointed by the District Counselor(s) or President and will consist of a minimum of three members.

3.03 Members of special committees will serve until relieved of their appointments by the District Counselor(s) or President

3.04 The Committee on Membership will examine, recommend, and submit to the District Convention all proposals that relate to membership retention, and membership expansion.

3.05 The Committee on Convention Site will review the qualifications of chapters bidding to host the next convention, based on established criteria, and present its recommendations to the delegation. In the absence of a decision by the end of convention, a site will be chosen by the District Counselor(s) and Governor(s). The date of the convention will be determined by the host chapter, with the approval of the majority of the Southwest District chapters. This committee will be a joint committee with Kappa Kappa Psi.

3.05.1 All bid packets must be submitted no later than 6 weeks prior to the District Convention at which those chapters will be presenting. The Convention Site bid packets must include:

1. Letters of Recommendation from Sponsor(s), Director of Bands, and University;
2. Chapter general records – size, retention, net income and expenses;
3. Convention budget with maximum cost for registration;
4. Banquet information, including location and catering;
5. Detailed map(s) showing buildings used and parking;
6. Travel information – airport, hotel information, mileage from all chapters in the Southwest District
7. Dates and back-up dates.

3.06 The Committee on Credentials will examine, recommend, and submit to the District Convention all credentials of the District Officers, Official Delegates, and Proxies to the District Convention. They will also calculate the Chapter Distance Award, Calculate the

distance the chapter has traveled and then multiply the distance by the number of attendees from the chapter in question, and Chapter Percentage Award and report it at the Awards Presentation at the banquet. This committee will only consist of the District President and District Counselor(s).

- 3.07 The Committee on History & Traditions will examine, recommend, and submit to the District Convention all proposals relating to the preservation of the oral, written, and pictorial history of both the chapters in the Southwest District and the Southwest District itself. The Committee will also review and make additions to the Southwest District Scrapbook as deemed necessary.
- 3.08 The Committee on Jurisdiction and Finance will examine proposals for amending the constitution, proposals related to the finances of the district, and review the operating budget for the ensuing year as submitted by the District Council. This committee shall be advised by the District Secretary-Treasurer.
- 3.09 The Committee on Nominations will carefully investigate the eligibility of candidates for the election to the offices of District President, Vice President of Colonization & Membership, Vice President of Special Projects, and Secretary/Treasurer. The committee shall nominate one member for each office and present their names to the convention. The committee will determine the eligibility of candidates nominated from the floor. A majority of all votes cast will be necessary for election.
- 3.10 The Committee on Programs will examine, recommend, and submit to the District Convention all proposals for District and National programs and evaluate Southwest District-wide participation in these programs. This committee will be advised by the Southwest District Vice President of Special Projects.
- 3.11 The Joint Action Committee shall be responsible for reviewing all miscellaneous joint proposals for the Southwest District. This will be a joint committee with Kappa Kappa Psi. The Joint Action Committee shall also review the qualifications of the chapter(s) bidding for the publication rights of the District Newsletter and present its recommendation to the convention. The Joint Action Committee will also be responsible for evaluating the District Website and recommending any changes. No member of a chapter presenting a bid may serve in any capacity on this committee. The Joint Action Committee shall also 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, the Joint Action Committee 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.
- 3.12 The Committee on Spirit & Sisterhood shall examine, recommend, and submit all proposals related to spirit and sisterhood in the Southwest District and among the active chapters. The committee shall meet in closed session to determine the recipients of the Spirit of Sisterhood Awards (Beta & Sigma Turtles) and the recipient of Tau's Book of Spirit.
- 3.13 The General Service Grant is a fund that can be applied for by chapters seeking assistance with their worthwhile projects, whether they are service or music education orientated. The General Service 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:
 - a. Application form

- b. Current chapter budget and status of chapter account.
- c. An essay detailing the proposed service project/use of the money requested and how it may affect the community.
- d. A letter of recommendation from the Director of Bands and/or Sponsor.

3.13.1 The amount of the grant will not exceed the amount of available JAC funds provided by the previous convention unless given permission by the Kappa Kappa Psi Governor(s) and the Tau Beta Sigma Counselor. If budgeted funds are not used, the JAC may redistribute funds as they see fit.

3.14 The Joint Action Committee General Service Grant can be used to cover service projects that could include, but could not be for the sole purpose of, travel in direct relation to the completion of the project. The allocation of JAC grant funds is at the discretion of the district Tau Beta Sigma Counselors and Kappa Kappa Psi Governors.

3.15 A cash gift can be given to a middle or high school music program in need of support using JAC funds.

Part IV: Delegates

4.01 Each active chapter in the District shall be represented at District Convention by an Official Delegate. Refer to Section 5.6 of the National Constitution for more information about regulations regarding convention delegates.

4.02 Each colony in the District shall be represented at District Convention by a non-voting Representative. If a colony is not present at district convention, there will be no Alternate Representative, and the seat will remain vacant.

Part V: Meetings

5.01 A regularly called meeting of the District will be held every year, the exact date to be determined by the host chapters subject to approval of the majority of the Southwest District chapters.

5.02 Special conventions of the District may be called on a favorable vote of seventy-five (75) percent of the chapters of the District in good standing or upon recommendation of all the District Officers.

5.03 A ninety (90) day written notice prior to the date of all District Conventions will be given to all National Officers, District Officers, and Chapters in the District by the National Executive Director and the District Secretary.

5.04 Official Delegates from a majority of the District chapters in good standing, along with at least two District Officers, will constitute a quorum at all District Conventions.

5.05 In general, the order of business for all District Convention will be:

- a. Invocation
- b. Seating of Delegates
- c. Appointment of Committees
- d. Report of the District Officers
- e. Unfinished Business
- f. New Business
- g. Report of Committees
- h. Installation of Officers
- i. Selection of Convention Site
- j. Closing Ceremonies

Part VI: Finances

- 6.01 District revenue shall be derived from a per capita allotment provided by the National Organization. The National Active Membership Dues will include an additional fee which will be returned to the District. Each Alumni Association shall pay a fee to the National Headquarters to be returned to the District.
- 6.02 The name of the account will be Southwest District of Tau Beta Sigma. The account will be handled by the National Headquarters. Requests for disbursements are signed by the District Secretary/Treasurer and the District Counselor and are sent to the National Headquarters. Whenever possible, the payment request form should be used. In emergency cases, the District Counselor may call the National Headquarters to authorize the disbursement of funds, after which the request form will be sent to the National Headquarters with a written explanation for the expenditure and the receipts of the expense.
- 6.03 Host Chapters should add a \$2.00 fee to the final registration fee as a collection for the Joint Action Committee fund. 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 as specified in Part 3 and split evenly between the two organizations.

Part VII: Publications

- 7.01 The District newsletter shall be called the New ALTO. It shall be published online through the Southwest District website. A print publication should also be created and made available online in a downloadable PDF. A digital copy will be sent to National Headquarters, National Officers, and the Board of Trustees for both Kappa Kappa Psi and Tau Beta Sigma.
- 7.02 The Vice President of Programs from Kappa Kappa Psi and the Vice President of Special Projects from Tau Beta Sigma will select qualified members to serve as the following positions: formatting and design editor, two copy editors, and a public relations officer. These members may be appointed as needed and shall be active or associate members in good standing. The District Councils will create any application processes and may require application materials that they deem necessary, such as cover letters, portfolios, letters of recommendation, or any other materials.
- 7.03 The two copy editors for the New ALTO will be comprised of one individual from Kappa Kappa Psi and one individual from Tau Beta Sigma. They will be responsible for receiving and editing article submissions, as well as other miscellaneous items pertinent to the content of the New ALTO.
- 7.04 The formatting and design editor for the New ALTO will be responsible for the overall design and format of the New ALTO publications.
- 7.05 The public relations officer for the New ALTO will be responsible for the following:
 1. Advertising of the New ALTO on social media platforms and ensuring that knowledge and details about the New ALTO are well known and readily available to all members of each chapter of Kappa Kappa Psi and Tau Beta Sigma across the Southwest District.

2. Working with the Southwest District Councils to ensure maintenance and timely publication of the New ALTO on the Southwest District Website.
- 7.06 The New ALTO shall be published twice a year. Publication dates will be November 15th and April 1st. The Vice President of Programs from Kappa Kappa Psi and the Vice President of Special Projects from Tau Beta Sigma shall set deadline dates for submission of articles, and shall also, with the assistance from the public relations officer, inform all chapters of the district at least six weeks in advance of the submission deadlines.
 - 7.07 Financing of the New ALTO shall be the responsibility of the District. Any reimbursements shall follow standard reimbursement policies of the national organization.
 - 7.08 The Southwest District shall maintain a common domain name and e-mail address for publishing the New ALTO.
 - 7.09 All materials pertaining to the New ALTO shall be turned over to the new Vice President of Programs from Kappa Kappa Psi, the Vice President of Special Projects from Tau Beta Sigma, and the New ALTO team, once selected.

Part VIII: Reports

- 8.01 Each District Officer at each regularly called District Convention shall submit a typewritten report in triplicate. The report shall concern the activities of her/his term of office.
- 8.02 All reports of District Officers and committee chairpersons will be submitted typewritten, in triplicate to the District Counselor(s) and the District Secretary/Treasurer at the District Convention.
- 8.03 A copy of all reports and the handwritten minutes for the District Convention will be given to each District Officer by the close of the final separate session

Part IX: Miscellaneous

- 9.01 The Southwest District will be divided into seven areas. 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. The areas will be as follows:
 - West Texas/New Mexico:** University of New Mexico, Eastern New Mexico University, University of Texas at El Paso, West Texas A&M University, Texas Tech University, Angelo State University, Howard Payne University, McMurry University (Colony)
 - East Texas:** Baylor University, Blinn Junior College, Lamar University, Sam Houston State University, Stephen F. Austin University, Texas Southern University, University of Houston, Prairie View A&M University
 - South Texas:** Texas Lutheran, Texas State University at San Marcos, University of Texas, Texas A&M University – Kingsville, University of Mary Hardin-Baylor, University of Texas at San Antonio
 - North Texas:** Texas Christian University, University of Texas at Arlington, Texas A&M University-Commerce, Tarleton State University, East Texas Baptist University, Tyler Junior College, University of Texas-Tyler, Texas College, Midwestern State University

Louisiana: All schools within the state of Louisiana with active Tau Beta Sigma and/or Kappa Kappa Psi chapters.

Arkansas: All schools within the state of Arkansas with active Tau Beta Sigma and/or Kappa Kappa Psi chapters

Oklahoma: All schools within the state of Oklahoma with active Tau Beta Sigma and/or Kappa Kappa Psi chapters

9.02 There will be 7 Area Workshops with content chosen by the District Council. Logistics, facilities, and a feature workshop will be the responsibility of the Host Chapter. The Feature workshop must be approved by the District Council prior to the Workshop.

9.03 The following awards are presented at District Convention:

Chapter Distance Award

Christina M. Gordon Scholarship of Excellence

Daniel A. George Award for Fostering Joint Relations

Best Scrapbook

Best Freestanding Display (Joint w/Kappa Kappa Psi)

Best Tabletop Display (Joint w/Kappa Kappa Psi)

Best Overall Display (Joint w/Kappa Kappa Psi)

Janet West Miller Award for Outstanding Service to Music Education (Chapter)

Dollie McDonald O'Neil Chapter Perseverance Award

Dorothy Allen Nichols Award (Outstanding Smaller Chapter)

Patsy D. Hejl Award (Outstanding Larger Chapter)

Spirit of Sisterhood Award-Sigma Turtle (Smaller Chapter)

Spirit of Sisterhood Award-Beta Turtle (Larger Chapter)

Tau Turtle (Most spirited chapter)

Tau's Book of Spirit (School Spirit)

Erika L. Pope Legacy of the Southwest Award

9.03.1 For the Dorothy Allen Nichols Award and Patsy D. Hejl Award, as well as the Spirit of Sisterhood Awards (Beta turtle and Sigma turtle), the Southwest District council will calculate what number of active members will be used in determining eligibility so that approximately half of the district chapters are eligible for each award.

9.04 Tau Beta Sigma will have a District Mascot, which will be a turtle.

1. Tau's length of stay shall be from convention to convention. He will move on to another chapter after the banquet at each District Convention. The chapter currently in possession of Tau will decide on the next chapter to host the District Mascot.
2. Tau will not be located at a chapter twice within the same five year period. Chapters eligible should be actively participating in the District. District Officers shall be contacted for a list of available schools to receive Tau.
3. The chapter hosting Tau must submit an article to the New Alto every semester summarizing Tau's adventures with them that year.

Part X: Alumni

10.01 All Alumni matters shall be referred to the Tau Beta Sigma Alumni Association representative present at Convention and the Southwest District Alumni Association, SWDAA.

10.02 In the event that the SWDAA is no longer recognized by the National Alumni Association, the National Alumni Association members residing in the Southwest District,

present at District Convention, will be solely responsible for determining the next Tau Beta Sigma Alumni Association representative.

Part XI: Standing Rules

11.01 The District Council will submit a list of standing rules to govern each convention to the first business session.

11.02 The following are the standing rules:

1. All business sessions shall begin promptly at the place and hour specified on the convention agenda.
2. All reports shall be typed, double spaced, on standard size paper(8-½” X 11”).
3. Members desiring the floor shall rise, clearly state their name and chapter. Any Tau Beta Sigma member attending may speak to or discuss the question on the floor, but only delegates and proxies are entitled to vote on the motion.
4. Reports of committees, which would change the Constitution or affect the district budget, must be reported to the Jurisdiction & Finance Committee chair for review before presentation to the floor.
5. Motions amending the Constitution from the floor should be submitted in writing, signed by the mover and seconder.
6. No member shall speak more than twice during the same session to the same question and no longer than 3 minutes at one time without the permission of the delegation. The question of granting permission shall be decided by a two-thirds vote without debate.
7. Suspension of any standing rule would require a two-thirds vote without debate.