

KAPPA KAPPA PSI SOUTHWEST DISTRICT

CONSTITUTION & POLICY GUIDE
2018-19

KAPPA KAPPA PSI SOUTHWEST DISTRICT CONSTITUTION & POLICY GUIDE 2018-19

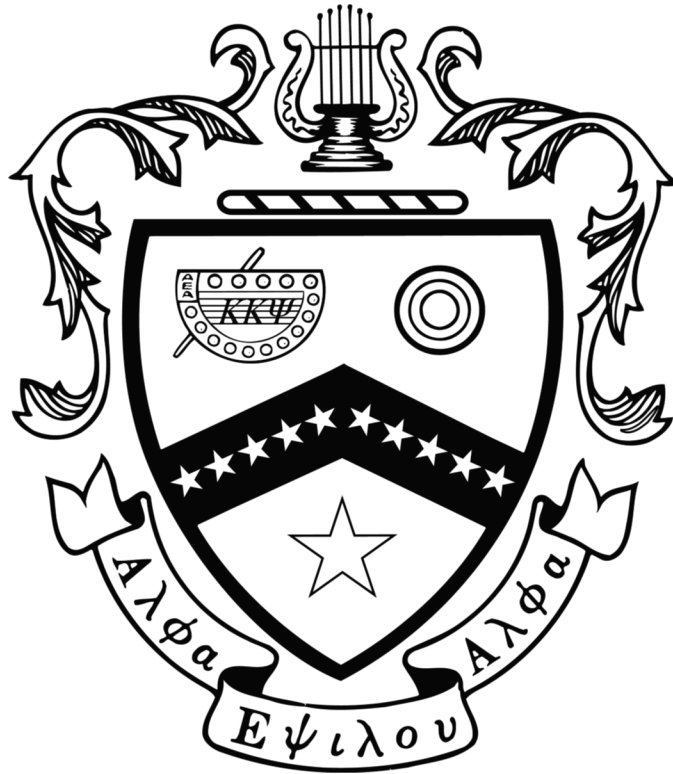
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SOUTHWEST DISTRICT CONSTITUTION

2018-19

CONSTITUTION
OF THE
SOUTHWEST DISTRICT
OF
KAPPA KAPPA PSI

PREAMBLE

Be it known: that to fulfill the Purposes of Kappa Kappa Psi, to promote the ideals of the Fraternity, and to help our fellows to do the same, the Brothers of the Southwest District, in accordance with the Kappa Kappa Psi National Constitution, do hereby establish this Southwest District Constitution.

ARTICLE I. ORGANIZATION

1.01 Name

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

1.02 Membership

The Southwest District shall comprise all the chapters and colonies of Kappa Kappa Psi located within the states of Arkansas, Louisiana, New Mexico, Oklahoma, and Texas, unless assigned elsewhere by the Kappa Kappa Psi National Council; as well as any chapters or colonies assigned to the District by the National Council.

1.03 Affiliated Organization

The Southwest District of Kappa Kappa Psi recognizes the Southwest District of Tau Beta Sigma as an equal affiliated organization with a parallel purpose, function, and role in the college and university band setting within this District. The District recognizes the use of joint meetings with the Southwest District of Tau Beta Sigma for matters of mutual interest, including but not limited to educational programs, selection of District Convention hosts, and adoption of joint programs and procedures.

ARTICLE II. GOVERNANCE

2.01 Governors

The Southwest District shall be under the jurisdiction of the Southwest District Governor(s), who shall be appointed by the National Council. Governor(s) shall perform any duties prescribed by the National Constitution, District Constitution, or the parliamentary authority, and such other duties applicable to the office and adopted by the District.

2.02 District Council

The Southwest District Council shall act as the executive body of the District. The District Council shall consist of the District Officers and the Governor(s).

2.03 Governing Documents and Amendment

The Southwest District Constitution shall be the local governing document of the District. All operations and business of the District shall be in compliance with the District Constitution. In accordance with the National Constitution, the District Constitution must be approved by the National Council and National Executive Director.

2.03.1 Policies and Procedures

The District may adopt policies and procedures to conduct business between District Conventions. These policies and procedures shall be published in a secondary document named the Southwest District Policy Guide. All items published in the District Policy Guide shall be considered Special Rules of Order under the parliamentary authority and are subject to approval of the National Council and National Executive Director. If conflicts arise, the District Constitution shall take precedence over the District Policy Guide.

2.03.2 Regular Amendments

Proposed amendments to the District Constitution shall be presented in writing either in advance of or at regularly-called District Conventions and shall be referred at once to the Jurisdiction Committee. The Jurisdiction Committee shall report on the proposed amendment at the same Convention. If seventy-five (75) percent of the votes cast by the Convention are favorable, the proposed amendment shall be declared adopted, and upon and after such adoption, it shall become operative and effective at the conclusion of the Convention, unless otherwise noted.

2.03.3 Tabled Amendments

If the favorable vote on a proposed amendment to the District Constitution is less than seventy-five (75) percent, yet there is a majority vote, the proposed amendment shall be tabled until the next regularly-called District Convention. During the interim between Conventions, it shall be published in the minutes of the Convention at which it was proposed under the caption: "Proposed Amendment(s) to the District Constitution." Once a tabled amendment is again under consideration, it shall again be subject to the rules of Regular Amendments found in Section 2.03.2. If a tabled amendment fails to achieve a seventy-five percent majority upon reintroduction, it shall be considered defeated and shall not be eligible for consideration for a period of two (2) years.

2.03.4 Special Amendments

Under extraordinary circumstances between regularly-called District Conventions and upon unanimous approval by the District Council, a proposed amendment to the District Constitution may be submitted in writing to the chapters of the District for ratification. The length of the open voting period shall be determined by the District Council. If a seventy-five (75) percent favorable vote of all chapters in good standing is received, the proposed amendment shall be declared adopted, and upon and after such adoption it shall become operative and effective immediately, unless otherwise stated in the Constitution.

2.03.5 Amendment of Policy

Proposed amendments to items published in the District Policy Guide shall follow the same guidelines as proposed amendments to the District Constitution but shall require only a majority vote of the voting body, or unanimous consent of the District Officers and approval of the Governor(s) if between Conventions, to take effect.

2.03.6 Publication and Supersedence

The District Constitution and the District Policy Guide, as revised and amended, shall be reprinted following each regularly-called District Convention and shall supersede all previous District Constitutions and Policy Guides.

2.04 Parliamentary Authority

In accordance with the National Constitution, as the District is a component part of the Fraternity, the rules contained in the most recent edition of Robert's Rules of Order shall govern the District in all cases to which they are applicable and in which they are not inconsistent with the District Constitution and any special rules of order the District may adopt.

2.05 Precedence

The National Constitution and any rules and edicts of the National Council, National Chapter, and District Governor(s) shall take precedence over the District Constitution (except as provided in the National Constitution), the District Policy Guide, the District Officers, and the parliamentary authority.

ARTICLE III. OFFICERS

3.01 Elected Officers

The elected Officers of the Southwest District shall be, in order of rank: President, Vice President for Membership, Vice President for Programs, Secretary-Treasurer, and Member-at-Large.

3.02 Duties of Officers

District Officers shall perform any duties prescribed by the National Constitution, District Constitution, or the parliamentary authority, and such other duties applicable to the office and adopted by the District. Duties assigned to the District Vice President in the National Constitution are assigned to the Vice President for Membership.

3.03 Reports

Each Officer shall submit a report of their actions and recommendations to the District Convention. An electronic copy of this report shall be submitted to the Secretary-Treasurer for distribution in accordance with the National Constitution.

3.04 Qualifications of Officers

District Officers shall meet all requirements and qualifications of the National Constitution and any others adopted by the District. The District may adopt procedures to determine the eligibility of candidates for District Office, which shall be consistent with the National Constitution and District Constitution.

3.05 Compensation of Officers

All Officers shall 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.

3.06 Election of Officers

The Election of Officers shall take place during the final regularly-scheduled separate business session of each regularly-called District Convention. Officers shall be elected by a majority vote of the delegates present and voting. Abstentions shall not be counted in the vote total. If no simple majority is produced in an election, a run-off election shall be held between the two candidates with the highest number of votes. A majority vote of "no slate" for any Office shall result in the Office being declared vacant at the close of the District Convention. Elected Officers shall be installed at the District Convention and serve a term from regularly-called District Convention to regularly-called District Convention. All outgoing Officers shall aid newly-installed Officers in their transition.

3.07 Vacancy of Offices

Any vacancy of an elected Office shall be filled by the following procedures with the exception of President. Should the office of President be vacated for any reason, the Vice President for Membership (or next ranking officer if that position is vacant) shall automatically succeed to the Presidency until the next District Convention, in accordance with the National Constitution.

3.07.1 Occurrence of Vacancy Prior to January 1

Should an elected Office other than President be vacated for any reason between the close of District Convention and January 1 of the next calendar year, the District Council shall notify all chapters of the vacancy and the application procedure that will be used. Any members of the District meeting the qualifications of Office may apply for a vacant position. After thirty (30) days of notice, the remaining Officers, subject to the approval of the Governor(s), shall make an appointment to fill the vacancy. Persons filling vacancies shall serve until the next District Convention.

3.07.2 Occurrence of Vacancy After January 1

Should an elected Office other than President be vacated for any reason after January 1 of the next calendar year following the close of District Convention, the vacancy shall be filled by a direct appointment by the remaining Officers, subject to the approval of the Governor(s). Sitting District Officers shall not be eligible for any vacancies that may occur after January 1. The District Council shall immediately notify all chapters of the appointments.

3.08 Impeachment of Officers

District Officers may be removed from office for misconduct or dereliction of duty according to the following procedure:

- A written formal complaint must be submitted to the District Governor(s). Complaints may be submitted by chapters, District Officers, or the Governor(s). Complaints must contain a complete list of charges and grievances against the Officer with supporting documentation.
- The Governor(s) shall review the charges, determine the validity of the complaint, and make a decision as to whether further investigation is warranted. If so, each complaint shall be investigated on a case-by-case basis, and the Officer charged shall be given an opportunity to provide a defense. If not, the complaining party shall be notified, and the complaint shall be dismissed.
- Following an investigation, the Governor(s) shall solicit a recommendation from the remaining Officers and have the final decision on whether to remove the charged Officer. If the Officer is removed, the District shall be notified of a vacancy, and regular procedure to fill the vacancy will apply. If the Officer is not removed, the complaining party shall be notified. In all cases, the Governor(s) shall keep a sealed record of the proceedings.

ARTICLE IV. FINANCE

4.01 Accounts

All accounts of the District shall be held by the National Headquarters in accordance with the National Constitution.

4.02 Revenue

District revenue shall be derived from an allotment paid to the District by the National Chapter. The allotment will be paid through National Headquarters from money collected through on-time payments of yearly membership dues.

4.03 Disbursement

District funds shall be disbursed by the National Headquarters upon approval of the Secretary-Treasurer and the District Governor(s). All financial transactions shall be in accordance with the National Constitution.

4.04 Budget

A yearly operating budget for the District shall be prepared by the Ways and Means Committee and approved by a majority vote of the District Convention. The budget may be revised between District Conventions by procedures adopted by the District.

4.05 Officer Expenses

The approved budget shall include an allocation for each District Officer from District funds to be used in the performance of their duties and obligations. The amount allocated to each Officer shall be set by the District Convention prior to the beginning of the Officer's term.

ARTICLE V. MEETINGS

5.01 District Convention

A regularly-called District Convention shall be held every year. The location shall 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) in conjunction with the Tau Beta Sigma Southwest District Counselor(s). The date of the convention shall be determined by the host chapter, subject to approval of a majority of the District chapters. Conventions shall be organized in accordance with the National Constitution.

5.02 Special Conventions

Special District Conventions may be called upon a favorable vote of seventy-five (75) percent of the active chapters, or upon unanimous recommendation of the District Officers with the approval of the Governor(s).

5.03 Notice of Convention

The Secretary-Treasurer and all chapters hosting the District Convention shall give a written notice of the Convention to the National Council, District Council, and all District chapters sixty (60) days in advance. For Special Conventions, notice shall be given thirty (30) days in advance.

5.04 Quorum

Official delegates or proxies from a majority of the active chapters of the District together with at least fifty (50) percent of the District Officers shall constitute a quorum at District Convention.

5.05 Joint Meeting Procedure

In joint meetings with the Southwest District of Tau Beta Sigma, the definition of "majority" to consider a motion to have passed shall be defined as having both a majority of the Kappa Kappa Psi delegates and a majority of the Tau Beta Sigma delegates voting in the affirmative.

5.06 Areas

The District shall be divided into Areas for the purpose of conducting annual regional workshops presenting educational sessions and information about District activities. These workshops shall be held prior to the District Convention. The number of Areas and their organization shall be determined by the District.

5.07 District Council Meetings

Meetings of the District Council may be called by the District President or District Governor(s) at their discretion. Minutes of each meeting shall be published by the Secretary-Treasurer within ten (10) days.

ARTICLE VI. DELEGATES AND PROXIES

6.01 Delegates

Each active chapter of the Fraternity within the District shall be represented at the District Convention by a delegate, alternate delegate, or a proxy. Eligibility of all delegates and seating procedures shall be in accordance with the National Constitution, the District Constitution, and any other rules the District adopts. All official delegates or proxies shall have one (1) vote and shall serve for the duration of the District Convention to which they are appointed.

6.02 Official Proxies

A chapter unable to attend the District Convention shall submit a written proxy designating any other active chapter from the District to represent it. 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 and in good standing. All proxies not meeting these requirements are void.

6.03 Random Proxies

The District President shall seat each chapter delegate or official proxy in Greek alphabet order 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 in Greek alphabet order 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 these proxies, the proxy shall cede the seat to the official chapter delegate.

6.04 Verification

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.

6.05 Fees

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 President in consultation with the National Executive Director.

ARTICLE VII. COMMITTEES

7.01 Organization

Committees of the District shall be appointed by the District President. Members shall serve until relieved of their appointment by the President. 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 deemed necessary with approval of the District Governor(s). Notification of assignments will be sent out to each chapter prior to the District Convention.

7.02 Reports

Each committee chairman shall submit a report of their committee's actions and recommendations to the District Convention. An electronic copy of this report shall be submitted to the Secretary-Treasurer for distribution in accordance with the National Constitution.

7.03 Standing Committees

The standing committees of the District shall be Chapter Leadership, Convention Site, History and Traditions, Joint Action, Jurisdiction, Membership, Nominations, Spirit and Recognition, and Ways and Means.

7.04 Special and Restructured Committees

To carry on the work of the District, the District President may appoint special committees or restructure a standing committee as deemed necessary with the advice of the District Council.

ARTICLE VIII. PUBLICATIONS AND COMMUNICATIONS

8.01 District Publication

The Southwest District shall publish a newsletter, which shall be called *The New ALTO*. *The New ALTO* shall be published in an electronic format by a staff appointed by the Southwest District Councils of Kappa Kappa Psi and Tau Beta Sigma. Policies regarding *The New ALTO* shall be made by the District Officers with the advice of the District and the approval of the Kappa Kappa Psi Governor(s) and the Tau Beta Sigma Counselor(s).

8.02 Electronic Communications

The Southwest District shall publish a website for the benefit of the membership, allowing for a central location for distribution of information. Policies regarding information published to the website shall be made by the District Officers with the advice of the District and approval of the District Governor(s). At their discretion and with the approval of the Governor(s), the District Officers may also utilize other means of electronic communication to promote District information.

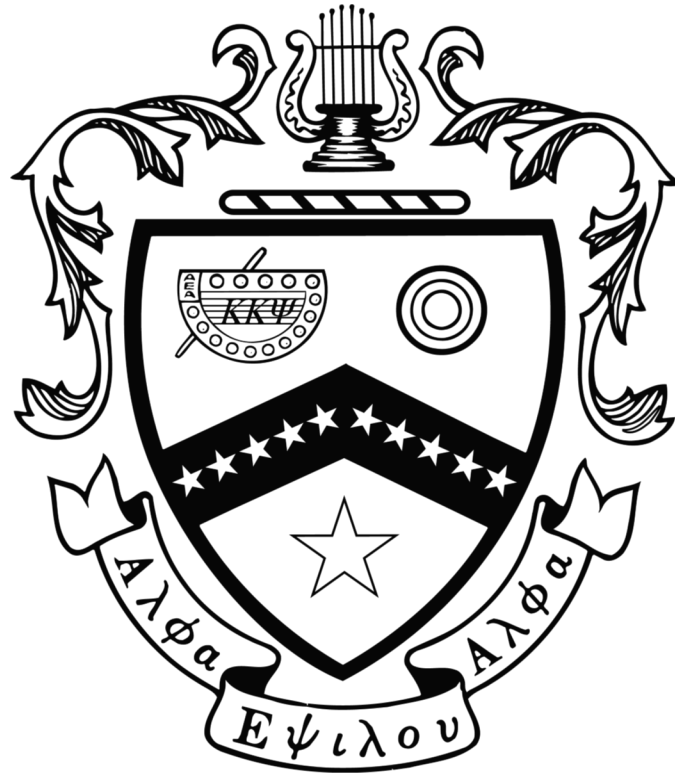
ARTICLE IX. AWARDS AND TRADITIONS

9.01 Awards

The District may establish awards and adopt procedures for the presentation of such, which shall be consistent with the National Constitution and District Constitution.

9.02 Traditions

The District may adopt procedures for the maintenance and development of District traditions, which shall be consistent with the National Constitution and District Constitution.



SOUTHWEST DISTRICT POLICY GUIDE

2018-19

SECTION 1. PURPOSE

- 1.1. The Southwest District Policy Guide shall serve as guidance for the operation of the District and shall outline any rules and regulations not found in the Kappa Kappa Psi National Constitution and Southwest District Constitution. The National Constitution and Southwest District Constitution shall have precedence over this Policy Guide. The policies herein shall be considered Special Rules of Order.

SECTION 2. GOVERNANCE

- 2.1. The Southwest District Governor(s) shall be responsible for all duties assigned to District Governors by the Kappa Kappa Psi National Constitution as they pertain to the Southwest District.
- 2.2. The District Governor(s) shall serve as a resource and point of contact for Chapter Sponsors and Directors of Bands within the Southwest District.
- 2.3. The District Governor(s) shall oversee and advise the elected District Officers in the execution of their official duties and the operations of the District Council.
- 2.4. The District Governor(s) shall be responsible for oversight of the District Budget in the period between regularly-called District Conventions and for enforcement of compliance with the Budget.
- 2.5. The District Governor(s) shall establish an area to serve as District Headquarters, which shall house all of the District Records, including newsletters, District correspondence, scrapbooks, Convention minutes, District constitutions, and other items of interest.
- 2.6. The District Council, as the executive body of the District, shall conduct regular business on behalf of the District in the period between regularly-called District Conventions.
- 2.7. The District Constitution and District Policy Guide shall be maintained electronically, to be circulated to all new Secretaries, Treasurers and chapters. Prior to publication following each District Convention, corrections and modifications shall be made and the Secretary-Treasurer shall locate and correct all typographical/grammatical errors and remove all expired grandfather clauses.

SECTION 3. OFFICERS

- 3.1. The District President shall preside at all meetings of the District. The President shall be seated and have a vote in the National Chapter at the National Convention unless subject to one of the exceptions outlined in the National Constitution. The President shall be a member ex officio of all District Committees which shall be appointed and shall render all possible assistance to the Governor(s). In the absence of the District Governor(s), the President may be designated as the official representative of the District whenever such representation shall be required. The President shall be responsible for the execution of all matters passed by the District Convention (such as programs, activities, committee reports, etc.). The President shall call meetings of the District Council when necessary and advise the National Council on the selection of the District Governor(s) if requested. The President shall represent the District to the National Vice President for Student Affairs.
- 3.2. The District Vice President for Membership shall, in the absence of the President, preside at meetings of the District. The Vice President for Membership serves as the student point of contact on the District Council for colonization activities and membership issues. The Vice President for Membership shall assist the National Vice President for Colonization and Membership and National Headquarters with maintaining open lines of communication with colonies when requested. The Vice President for Membership, in conjunction with the Tau Beta Sigma Southwest District Vice President of Membership, shall have jurisdiction over the Chapter Leadership Conference and Area Workshops. The Vice President for Membership shall also act as Sergeant-At-Arms at the District Caucuses and be responsible for arranging meeting places at National Convention if needed, unless otherwise delegated to another Officer by the President.
- 3.3. The District Vice President for Programs shall promote and publicize the programs of the District to the membership and the outside community. The Vice President for Programs shall work alongside the Tau Beta Sigma Southwest District Vice President for Special Projects to plan and execute joint District programs and co-chair the *New ALTO* Team. The Vice President for Programs shall be responsible for administration of District awards. In the absence of the President, the Vice President for Programs shall represent the District to the National Vice President for Student Affairs.
- 3.4. The District Secretary-Treasurer shall record, publish, and distribute to all chapters in the District, the District Council, and all members of the National Council, the minutes of all meetings of the District and shall, as necessary, control the receipt and disbursement of all monies of the District. The Secretary-Treasurer shall submit reports, on December 1 and April 1, of all changes to each chapter, District Officers, and District Governor(s). The Secretary-Treasurer shall be required to submit an itemized list of all District expenditures on the following dates: December 1 and April 1. Copies of the itemized expenditures list will be furnished to all District Officers, the District Governor(s), and the National Headquarters. The Secretary-Treasurer shall distribute a revised and amended District Constitution to each chapter in the fall term following a spring 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 Council with encouraging less active chapters to participate in District activities. The Secretary-Treasurer shall be responsible for maintenance and updates to the Southwest District website.

- 3.5. The District Member-at-Large shall be an able representative of the active and associate student members at all times. The Member-at-Large shall serve as the District Historian and shall represent the District to the Kappa Kappa Psi Alumni Association, Southwest District Alumni Association, and any local alumni associations within the District. The Member-at-Large shall oversee District traditions, create the District scrapbook, and promote the District through approved social media channels.
- 3.6. Each District Officer shall be required to submit an article or letter for publication in each issue of the *New ALTO* related to their activities in the performance of their respective duties.
- 3.7. 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.
- 3.8. All District Officers should maintain notebooks, files, or other means of recordkeeping to log their activities in office and promote continuity in operations for their successors. These materials shall be turned over to the new District Officers as follows:
- For regularly-elected officers: at the Officer Transition Meeting following the District Convention or at the earliest available opportunity following that meeting.
 - For appointed officers: at the earliest available opportunity.

SECTION 4. ELECTIONS

- 4.1. All persons seeking election to District Office shall submit a candidacy packet to the District President and Governor(s) no later than three (3) weeks prior to the opening session of a regularly-called District Convention. Persons who do not submit a packet for review to the President and Governor(s) by the deadline shall not be eligible for District Officer candidacy. The Governor(s) shall have the authority to extend the deadline if deemed necessary. The Governor(s) shall review packets for the required elements and give feedback regarding content. Candidates must make any changes outlined by the Governor(s). Approved packets shall be posted to the District website no later than one (1) week prior to the District Convention; packets that have not been approved one week prior to the District Convention shall not be posted.
- 4.2. District Officer candidacy packets must include the following:
1. Cover sheet
 2. Introductory letter
 3. Resume highlighting fraternal, academic, and professional endeavors
 4. Platform for office
 5. Three letters of recommendation, signed and printed on official letterhead:
 - A) Chapter
 - B) Sponsor
 - C) Director of Bands (if Sponsor and DOB are the same person, one letter will suffice)
- Additional materials are welcome if they are pertinent to the candidate's qualifications for office.
- 4.3. All literature, images, or other materials to be used in a campaign for District Office must be approved in advance by the District Governor(s). Distribution or use of any unapproved campaign material shall result in disqualification from candidacy.

- 4.4. All candidates for District Office must submit printed copies of their approved packet to the Nominations Committee, one for each member of the Committee (including the chair and advisors). The District President shall advise candidates in advance of the necessary number of printed packets. Packets shall be collected at the conclusion of the opening separate business session at the District Convention; candidates who cannot be in attendance at that session should make arrangements for third-party delivery of the packets. The Committee shall review the packets to ensure candidates meet the eligibility requirements to serve as a District Officer. The Committee shall report on the eligibility of candidates to the District Convention at the next separate business session. All candidates approved by the Nominations Committee shall be interviewed by the Committee; following the conclusion of all interviews, the Committee shall report a proposed slate of Officers to the Convention prior to the final regularly-scheduled separate business session, with no more than one candidate slated for each Office. All candidates slated for an Office are automatically nominated for election; additional candidates who have been approved by the Nominations Committee may be nominated from the floor by a seated delegate once the election process has begun. A motion to accept or adopt the slate as proposed by the Nominations Committee may be made; if unanimously approved, such motions shall elect all slated candidates to their respective Office. Such motions shall also result in any Offices recommended “no slate” being left vacant, to be filled by the application process after the conclusion of District Convention. If such a motion is made and is not unanimous, normal election procedure as outlined in the District Constitution shall commence for each Office.
- 4.5. For each election, the District President shall cast a ballot to be used as a tiebreaker if necessary. If the sitting President is a candidate in a given election, the highest-ranking Officer not involved in the election shall cast this ballot.
- 4.6. During elections, candidate speeches and question-and-answer periods shall be conducted for each office. The length of time allotted for speeches and question-and-answer periods shall be determined at each convention.

SECTION 5. FINANCE

- 5.1. All District Officers shall submit purchase requisitions to be reimbursed from their budgeted allotments within thirty (30) days of the purchase to be reimbursed. Outgoing Officers must 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.
- 5.2. Personal items, alcoholic beverages, and legal expenses will not be reimbursed.
- 5.3. At the end of the fiscal year, any district officer that has travel costs that exceed the amount allotted to them in the District Budget shall forfeit the amount that exceeds the Officer's Travel line item unless excess or unused funds are approved for such reimbursements. Use of excess funding or unused allotment from other District Officers is at the sole discretion of the District Governor(s).

SECTION 6. MEETINGS

- 6.1. The District Officers, with approval of the Governor(s), may appoint an active or associate member to serve as Parliamentarian at a District Convention. The appointed Parliamentarian shall advise the Officers and Convention on matters of parliamentary procedure and constitutionality and should be familiar with the parliamentary authority as designated by the District Constitution. Application procedures for the role of Parliamentarian shall be determined by the District Council. When possible, the Parliamentarian should chair the Jurisdiction Committee. The Parliamentarian shall not be a member of the District Council and shall not have a vote at the District Convention unless serving as a delegate or proxy.
- 6.2. The District Officers shall not have a vote at District Conventions unless serving as a delegate or proxy. The only vote that may be made by any Officer not serving as a delegate or proxy is the vote of the District President or another designated Officer to break a tie in voting.
- 6.3. During the selection of a convention site, presentations by bidding schools and question-and-answer periods may be conducted. The length of time allotted for presentations and question-and-answer periods shall be determined at each convention.
- 6.4. District Convention host chapters should add a \$2.00 (two dollar) fee to the final registration fee as a collection for the Joint Action Committee. 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 the Policy Guide.

- 6.5. All chapters sponsoring the Southwest District Convention shall 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.
- 6.6. 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.
- 6.7. 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.
- 6.8. 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.
- 6.9. When problems arise, Host Chapter(s) should contact the following people in respective order: Sponsor, Band Director, District Officers, Governors and Counselors, National Headquarters, and National Council.
- 6.10. The Southwest District shall be divided into six (6) areas: the Oklahoma Area, the Arkansas Area, the North Texas Area, the East Texas/Louisiana Area, the South Texas Area, and the West Texas/New Mexico Area. Each Area shall host an annual workshop for the chapters in that Area. Workshops shall 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 encourage greater participation from attendees. 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. The host(s) of each workshop will change every year based upon a rotation schedule maintained by the Joint District Councils. If a site declines to host a workshop when its turn arises, the next site in the rotation will be asked to host. Locations and tentative dates for each workshop shall be presented to the Joint District Councils by a date of their choosing. This date should be selected to allow ample time to finalize the workshop schedule before hosts must begin promoting the workshops. At least thirty (30) days' notice should be given to the chapters in an Area regarding the date and host site of the Area Workshop. Costs should be kept to a minimum as no compensation will be given from the District accounts to host a workshop.

The boundaries of these areas are defined as follows:

1. All boundaries of the Southwest District with other districts shall also be boundaries for the respective Areas of which they are part.
2. Boundaries between the Oklahoma Area and the West Texas-New Mexico Area: the Oklahoma/New Mexico state line; the Oklahoma/Texas state line from the New Mexico state line to Texas State Highway 6.
3. Boundaries between the West Texas-New Mexico Area and the North Texas Area: Texas State Highway 6 from the Oklahoma state line to its convergence with Texas State Highway 16 in De Leon; Texas State Highway 16 from its convergence with Texas State Highway 6 in De Leon to its intersection with US Highway 190 in San Saba.
4. Boundaries between the West Texas-New Mexico Area and the South Texas Area: US Highway 190 from its intersection with Texas State Highway 16 in San Saba to its convergence with US Highway 83 near Menard; US Highway 83 from its convergence with US Highway 190 near Menard to its convergence with US Highway 377 near Junction; US Highway 377 from its convergence with US Highway 83 near Junction to its intersection with US Highway 90 near Del Rio; US Highway 90 from its intersection with US Highway 377 near Del Rio to the divergence of Texas State Highway 349 near the Amistad Reservoir; Texas State Highway 349 from its divergence from US Highway 90 near the Amistad Reservoir to the United States/Mexico border.
5. Boundaries between the South Texas Area and the North Texas Area: US Highway 190 from its intersection with Texas State Highway 16 in San Saba to its convergence with US Highway 79 near Milano; US Highway 79 from its convergence with US Highway 190 near Milano to its intersection with Interstate 45 in Buffalo.
6. Boundaries between the South Texas Area and the East Texas-Louisiana Area: Interstate 45 from its intersection with US Highway 79 in Buffalo to its intersection with Texas State Highway 105 in Conroe; Texas State Highway 105 from its intersection with Interstate 45 in Conroe to its intersection with Texas State Highway 146 at Moss Hill; Texas State Highway 146 from its intersection with Texas State Highway 105 at Moss Hill to its intersection with Interstate 10 near Mont Belvieu; Interstate 10 from its intersection with Texas State Highway 146 near Mont Belvieu to the eastbound beginning of Texas State Highway 73 near Winnie; Texas State Highway 73 from its eastbound beginning to its intersection with Texas State Highway 124 near Winnie; Texas State Highway 124 from its intersection with Texas State Highway 73 near Winnie to its terminus near the Gulf of Mexico; an imaginary line extending from the terminus of Texas State Highway 124 to the Texas boundary in the Gulf of Mexico.

7. Boundaries between the East Texas-Louisiana Area and the North Texas Area: US Highway 79 from its intersection with Interstate 45 in Buffalo to its convergence with US Highway 259 near Henderson; US Highway 259 from its convergence with US Highway 79 near Henderson to its intersection with Texas State Highway 155 north of Ore City; Texas State Highway 155 from its intersection with US Highway 259 north of Ore City to its convergence with US Highway 59 near Linden; US Highway 59 from its convergence with Texas State Highway 155 near Linden to its convergence with Texas State Highway 77 near Atlanta; Texas State Highway 77 from its convergence with US Highway 59 near Atlanta to the Louisiana state line; the Louisiana state line from the terminus of Texas State Highway 77 to the Arkansas state line.
8. Boundary between the East Texas-Louisiana Area and the Arkansas Area: the Louisiana/Arkansas state line.
9. Boundary between the North Texas Area and the Arkansas Area: the Texas/Arkansas state line.
10. Boundary between the North Texas Area and the Oklahoma Area: the Oklahoma/Texas state line from the Arkansas state line to Texas State Highway 6.
11. Boundary between the Oklahoma Area and the Arkansas Area: the Oklahoma/Arkansas state line.

SECTION 7. DELEGATES AND PROXIES

- 7.1. Official delegates who arrive after committee work has begun at the District Convention shall claim their voting seat from a proxy but shall not take the proxy's place as a member of any committees.

SECTION 8. COMMITTEES

8.1. The duties of the Standing Committees are as follows:

Chapter Leadership

The Chapter Leadership Committee shall be responsible for reviewing and evaluating all applications for the D.O. Wiley Award and selecting a recipient at each Convention. The committee shall also evaluate the application process and make recommendations to the Convention if necessary. No member of a chapter under consideration for the D.O. Wiley Award may serve in any capacity on this committee.

Convention Site

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

History and Traditions

The History and Traditions Committee shall examine, recommend, and submit to the District all propositions related to the history and traditions of the Fraternity. As part of its history charge, the committee shall assist the Secretary-Treasurer in the preparation of a Credentials report for each District Convention. This committee shall be chaired by the Member-at-Large.

Joint Action

The Joint Action Committee, a joint committee with Tau Beta Sigma, shall be responsible for reviewing and evaluating all miscellaneous joint proposals for the Southwest District. The committee shall review joint matters referred to it by the respective Jurisdiction Committees and reconcile any differences in language before forwarding amendments to the Convention. No member of a chapter applying for the Joint Action Committee Grant may serve in any capacity on this committee. The 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. The committee shall administer the allocation of the previous Convention's JAC fund collection. The Vice President for Programs shall serve as the Kappa Kappa Psi chair of this committee.

Jurisdiction

The Jurisdiction Committee shall examine, recommend, and submit to the District Convention all propositions, revisions, and alterations for the amending of the District Constitution and the District Policy Guide. The committee shall refer joint matters to the Joint Action Committee in order to promote uniform changes in joint policies. Uniform joint changes shall be voted upon by the joint delegation. This committee shall be chaired by the appointed Parliamentarian.

Membership

The Membership Committee shall examine, recommend, and submit to the District Convention and National Council all propositions related to colonization and reactivation within the District. The committee shall also consider matters of internal expansion and maintenance of active membership, including membership education. This committee shall be chaired by the Vice President for Membership.

Nominations

The Nominations Committee shall examine the credentials and qualifications of all candidates for District Office and submit to the District Convention a list of all constitutionally-qualified nominees for each Office. The committee may also create a recommended slate – one candidate for each Office that it feels is the best qualified to serve in that capacity. If the committee feels no candidate is qualified for an office, they may make a recommendation of “no slate.” The committee shall also review the elections procedure and make recommendations to the Convention. No member of a chapter with a candidate for District Office shall serve on the Nominations Committee.

Spirit and Recognition

The Spirit Committee shall be responsible for reviewing and evaluating all applications for the Four Pillars Awards and the Outstanding Service to Music Education Award and selecting recipient(s) at each District Convention. No member of a chapter eligible for awards granted by the Spirit and Recognition Committee at District Convention shall serve on the Spirit and Recognition Committee.

Ways and Means

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

- 8.2. All committee chairs shall be selected and all committee charges shall be published and made known to the chairs no later than thirty (30) days prior to the opening separate business session of a regularly-called District Convention.
- 8.3. Committee chairs and members shall receive any and all documents necessary for the performance of their duties from the District Officers at District Convention. This includes any and all changes to the committee charges that have been submitted to the District Council.
- 8.4. At their discretion, the District President may allow the following committees to meet in advance of the District Convention to begin their work: History and Traditions, Jurisdiction, Membership, and Ways and Means.
- 8.5. Once committees have been appointed by the District President, their composition shall not change until the work of the committee has been completed. If a proxy delegate is assigned to a committee at the District Convention, the proxy shall remain a member of the committee even if they have relinquished their voting seat to an official delegate.

SECTION 9. PUBLICATIONS AND COMMUNICATIONS

- 9.1. The *New ALTO* shall be published electronically in a PDF format (able to be downloaded) that shall be made regularly available through the Southwest District website. A digital copy of each issue shall be sent to the Southwest District Councils, National Headquarters, National Councils, and the Boards of Trustees for both Kappa Kappa Psi and Tau Beta Sigma.
- 9.2. The Kappa Kappa Psi Vice President for Programs and the Tau Beta Sigma Vice President of Special Projects, with the approval of the Kappa Kappa Psi Governor(s) and Tau Beta Sigma Counselor(s), shall select qualified members to serve in the following positions: formatting and design editor, Kappa Kappa Psi copy editor, Tau Beta Sigma copy editor, and a public relations officer. These members shall be active or associate members in good standing. The joint District Councils shall 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.
- 9.3. The copy editors shall consist 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*.
- 9.4. The formatting and design editor shall be responsible for the overall design and format of the *New ALTO* publications.

- 9.5. The public relations officer shall be responsible for the following:
- 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.
 - Working with the Southwest District Councils to ensure maintenance and timely publication of the *New ALTO* on the Southwest District website.
- 9.6. The *New ALTO* shall be published twice per academic year. Publication dates shall be November 15 and April 1. Extensions of up to two (2) weeks to allow for a later publication date may be granted by the Kappa Kappa Psi Governor(s) and Tau Beta Sigma Counselor(s). The Vice President for 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.
- 9.7. Each *New ALTO* should consist of at least ten (10) pages of written submissions and five (5) pages of miscellaneous submissions. Should the total number of pages not reach these totals, publication of a *New ALTO* may be deferred to be combined with the next scheduled issue with the approval of the Kappa Kappa Psi Governor(s) and Tau Beta Sigma Counselor(s).
- 9.8. Financing of the *New ALTO* shall be the responsibility of the District. Any reimbursements shall follow standard reimbursement policies of the national organizations.
- 9.9. The Southwest District shall maintain a common e-mail address for submissions to the *New ALTO*.
- 9.10. All materials pertaining to the *New ALTO* shall be turned over from the outgoing publication team to the next Kappa Kappa Psi Vice President for Programs, Tau Beta Sigma Vice President of Special Projects, and *New ALTO* team once selected.
- 9.11. The Southwest District shall publish a website to serve as a central hub for information for members of the District. The website shall be a joint endeavor with Tau Beta Sigma and shall be hosted through services provided by National Headquarters. Content shall be determined by the District Councils with advice from the Kappa Kappa Psi Governor(s) and Tau Beta Sigma Counselor(s). Suggestions for content may be made to the District Councils by any member of the District.
- 9.12. The Southwest District of Kappa Kappa Psi shall maintain social media accounts for the purposes of social interaction and information distribution to the members of the District. Accounts shall be controlled by the District Council. All social media accounts must be authorized by the District Governor(s).

SECTION 10. AWARDS

- 10.1. All chapters considered for awards must be in good standing with the Fraternity on the National and District levels and must also be in good standing with their housing institution. Chapters that are under a disciplinary or corrective status with either the Fraternity or their housing institutions shall not be eligible to receive a District award.
- 10.2. 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.
- 10.3. The District Convention host chapter shall only be eligible for the following: Superior Achievement Award, Steven C. Nelson History Award, the Four Pillars Awards, and the D.O. Wiley Award.
- 10.4. The District Council shall be responsible for issuing all of the following awards:
 - The Chapter Participation Award shall be given to the chapter with the greatest number of active members in attendance at District Convention. The chapter receiving the award shall not be eligible for the Chapter Percentage Award. In the event of a tie, multiple awards shall be given.
 - The Chapter Percentage Award shall be given to the chapter with the highest percentage of active members in attendance at District Convention. The chapter receiving the Chapter Percentage Award is not eligible to receive the Chapter Participation Award. In the event of a tie, multiple awards shall be given.
 - The Chapter Distance Award shall be given to the chapter that has traveled the greatest number of miles to attend District Convention. The mileage shall be calculated by multiplying the number of chapter members in attendance by the mileage of the most direct route to convention as determined by the District Council. In the event of a tie, multiple awards shall be given.
- 10.5. Awards shall be given for the outstanding chapter display and the outstanding chapter scrapbook at the District Convention. The criteria will include emphasis on the theme of the convention, chapter activities over the past year, variety of content, craftsmanship, and originality. Scrapbooks will also be judged on illustration of the chapter's adherence to the precepts of the Fraternity as outlined in the Preamble to the National Constitution. Displays may be freestanding or tabletop. Displays and scrapbooks shall be judged by members of the Southwest District Alumni Association by methods of their choosing.

10.6. Outstanding Service to Music Education Award

Chapters will apply and be recommended by their Director of Bands for the Outstanding Service to Music Education Award. This award should recognize service specifically furthering music education at the university or in the community. The chapter should submit an application, an essay outlining the activity, a letter from at least one of the beneficiaries, and a supplemental letter of support from the Director of Bands. All activities must be a form of philanthropy or charity and may not have a charge or fee associated with the beneficiaries of the activity.

10.7. Steven C. Nelson History Award

Each Southwest District Chapter is eligible to apply for the Steven C. Nelson History Award by fulfilling the following three (3) criteria. A list of all chapters that meet these criteria will be determined by the District Council, who will in turn notify the district of chapters that meet these requirements. Chapters need not be present at convention to receive this award.

- Submit an article to either the fall or spring edition of *The New ALTO*
- Submit a standardized and updated Chapter History Form.
- Submit materials to the Southwest District Scrapbook.

10.8. Superior Achievement Award

Each Southwest District Chapter fulfilling all of the following criteria will receive a Superior Achievement Award at the regular District Convention. These criteria will be reviewed by the District Council who will then notify the district of the chapters that meet these criteria. A chapter need not be present at District Convention to receive this award.

- Submit the previous year's Chapter Summary Report by June 1
- Submit the Chapter Personnel Report by September 30
- Submit the Fall Activity Report by December 1
- Clear all financial obligations with the National Headquarters by January 1
- Submit a Southwest District Chapter Delegate/Proxy Form no later than two weeks prior to a regularly-scheduled District Convention
- Attend Chapter Leadership Conference

10.9. Four Pillars Awards

Each Southwest District Chapter fulfilling all of the six (6) criteria shall be eligible to apply for any of the Four Pillars Awards at District Convention.

- Submit the previous year's Chapter Summary Report by June 1
- Submit the Chapter Personnel Report by September 30
- Submit the Fall Activity Report by December 1
- Clear all financial obligations with National Headquarters by January 1
- Submit a Southwest District Delegate/Proxy Form no later than two weeks prior to District Convention
- Be in good standing with the Fraternity from the respective chapter's first day of classes in the fall term to opening separate session of convention

Each chapter wishing to apply must submit an electronic draft of their Southwest District Awards Packet to the District President and Governors no later than two (2) weeks prior to convention. All bidding chapters must submit five (5) final copies of their packet at Opening Separate Session of District Convention. Packets shall be compiled in a binder of no more than one inch and include the following materials:

- Cover sheet
- Table of contents
- Completed Southwest District Awards Packet
- Recommendation letters from the Chapter Sponsor and the Director of Bands
- Other pertinent information such as pictures, projects, summaries, articles, completed applications, etc.

Failure to abide by these rules and criteria will render the chapter ineligible for consideration for any of the Four Pillars Awards.

The Four Pillars Awards are described as follows:

1. Leadership

This award shall recognize a chapter that takes initiative in developing future leaders, current leadership in its band program and the campus at large, and involvement in district and national publications. Only one chapter may be chosen to receive this award.

2. Musicianship

This award shall recognize a chapter that has the greatest impact on their community or college/university band program through music throughout the year. Only one chapter may be chosen to receive this award.

3. Brotherhood

This award shall recognize a chapter (or chapters) that best exemplifies a spirit of unity through a positive atmosphere and fostering fellowship and quality of active members. Up to three chapters may be chosen to receive this award.

4. Service

This award shall recognize a chapter (or chapters) that best exemplifies the Fraternity's purposes by selection of worthwhile service projects and the level of impact on the chapter's college or university band program. Up to three chapters may be chosen to receive this award.

A chapter may only receive one of the Four Pillars Awards at any District Convention. The Spirit and Recognition Committee is not obligated to select a winner for each award if the Committee finds there is not a deserving chapter.

10.10. D.O. Wiley Award

Each Southwest District Chapter fulfilling all of the six (6) criteria shall be eligible to apply for the D.O. Wiley Award at District Convention.

- Submit the previous year's Chapter Summary Report by June 1
- Submit the Chapter Personnel Report by September 30
- Submit the Fall Activity Report by December 1
- Clear all financial obligations with National Headquarters by January 1
- Submit a Southwest District Delegate/Proxy Form no later than two weeks prior to District Convention
- Be in good standing with the Fraternity from the respective chapter's first day of classes in the fall term to opening separate session of convention

Each chapter wishing to apply must submit an electronic draft of their Southwest District Awards Packet to the District President and Governors no later than two (2) weeks prior to convention. All bidding chapters must submit five (5) final copies of their packet at Opening Separate Session of District Convention. Packets shall be compiled in a binder of no more than one inch and include the following materials:

- Cover sheet
- Table of contents
- Completed D.O. Wiley Award Fact Sheet/Questionnaire
- Completed Southwest District Awards Packet
- Recommendation letters from the Chapter Sponsor and the Director of Bands
- Other pertinent information such as pictures, projects, summaries, articles, completed applications, etc.

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Each chapter seeking the award shall give a presentation of no more than five (5) minutes and will entertain questions from the Chapter Leadership Committee for an additional five (5) minutes. Each Chapter will be allowed a total of three Brothers to present for the Committee. No PowerPoint presentations will be allowed.

Failure to abide by these rules and criteria will render the chapter ineligible for consideration for the D.O. Wiley Award.

SECTION 11: GRANTS AND FUNDING

11.1. The Southwest District Chapter Assistance Grant is available to all chapters by application to the District Council. This grant might be used for Fraternity-related travel, service projects, ritual regalia, guest speakers, or other financial needs. Applicants will be selected by the District Council and approved by the District Governor(s).

11.2. The Joint Action Committee shall have a maximum of \$1200, to be split evenly between Kappa Kappa Psi and Tau Beta Sigma, to be used in any of the following manners:

- A guest conductor, artist, or music education speaker for District Convention to be selected by the host chapters (which must be included in the bid with budgeted amount) or at the discretion of the District Councils.
- A cash gift made to a middle school or high school music program local to the District Convention host chapter that is in need of monetary support.

11.3. General Service Grant

The General Service Grant shall be awarded to a select submitted proposal. All grant proposals will be due by the end of the Opening Joint Session and shall be reviewed by the Joint Action Committee. 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 describing the use of the grant in any Southwest District and/or national publication. The submitted proposal must include:

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

The amount of the General Service Grant will not exceed the amount of available Joint Action Committee funds provided by the previous convention's JAC fees. If budgeted funds are not used, the Joint Action Committee may redistribute funds as they see fit. This redistribution will not affect the standing budget of 1/3 (one-third) to each JAC program for the following year.

(cont.)

The Joint Action Committee General Service Grant can be used to cover service projects that could include, but could not be used 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 of the Kappa Kappa Psi Governor(s) and Tau Beta Sigma Counselor(s).

Applications made for the General Service Grant outside of District Convention shall be reviewed by the District Councils and any funds shall be allocated at the discretion of the Kappa Kappa Psi Governor(s) and Tau Beta Sigma Counselor(s).

SECTION 12: TRADITIONS

12.1. The Southwest District Spirit Drum shall be passed from chapter to chapter within the District. The chapter currently in possession of the Drum shall determine its next host at the District Convention. A chapter in possession of the Drum shall submit an article regarding its whereabouts to the *New ALTO*.

12.2. The official mascot of the Southwest District of Kappa Kappa Psi shall be Andy the Armadillo. He shall stand for service, duty, and loyalty, and as an example of our commitment to band programs and the Southwest District. He shall visit all the chapters throughout the District updating the District on each chapter's activities and progress.

Andy's length of stay with a chapter shall be from District Convention to District Convention. The chapter currently in possession of Andy will decide on the next chapter to receive him.

Andy must submit an article to each edition of the *New ALTO* published during his stay with a chapter telling everyone of his activities and whereabouts.

Andy must wear an "official" shirt or uniform of the school (or band) that previously hosted him. This shirt/uniform must be worn at all times until Andy moves on to another school. The old shirt/uniform will then be sent to the District Officers to be placed in the District Archives located at the National Headquarters.

12.3. In the event that chapters in possession of the Spirit Drum or Andy the Armadillo do not submit an article to the *New ALTO*, it is recommended that an article be published by the editors as to the whereabouts of these items.