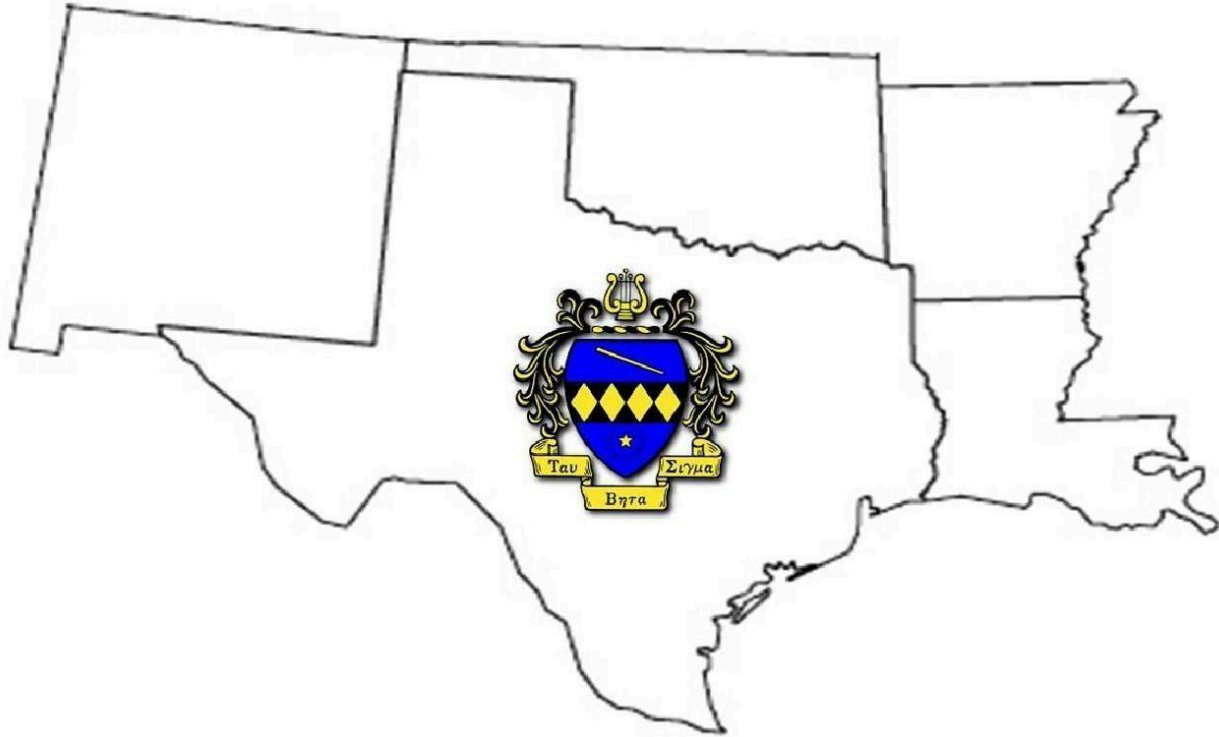


Tau Beta Sigma Southwest District



Official Constitution Revised 2024

www.tbsigma.org
<http://swd.kkymbsonline.com/>

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The Constitution of the Southwest District of Tau Beta Sigma

Section 1: 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 Southwest District of Tau Beta Sigma - National Honorary Band Sorority.
- 1.03 The Southwest District will consist of all active chapters and petitioning groups of Tau Beta Sigma in the states of Arkansas, Louisiana, Texas, Oklahoma, and New Mexico, unless assigned elsewhere by the Tau Beta Sigma National Council.
- 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. 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.

Section 2: Officers

- 2.01 The Southwest District will be under the jurisdiction of the District Counselor(s) who are appointed by the Tau Beta Sigma National President and approved by the Tau Beta Sigma National Council. The chapters assembled in the Southwest District Convention will elect a District President, Vice President for Membership, Vice President for Special Projects, and a Secretary/Treasurer.
- 2.02 Each District Officer shall have the following qualities:
- Be at least a sophomore student
 - Have a current minimum cumulative GPA of 2.5
 - Documentation and/or proof of GPA will be sent semesterly to the counselors
 - Be 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.
 - Be actively participating in or serving bands during their term of office
 - Submit an article or letter for publication in each issue of the new Alto
 - Serve without compensation
 - Any other delegated task/responsibility by the district and counselors
 - Assist chapters and chapter officers in duties and other related tasks/responsibilities related to their district office
- 2.03 Candidates for district office will be required to present the following items for a candidate packet.
1. Professional resume
 2. Tau Beta Sigma resume (stating their history in the organization)
 3. Letter of intent
 4. Letters of recommendation from:
 - a. The candidate's chapter
 - b. The chapter sponsor(s)
 - c. A professional of the candidate's major
 5. Candidate Platform (stating ideas and objectives for the intended office)
 6. Current Cumulative GPA
 - a. Documentation will be submitted as a separate document to the counselors as designated by counselors and/or nominations committee
- 2.04 The District President, Vice President for Membership, Vice President for Special Projects, and the Secretary/Treasurer will serve for one term (convention to convention).
- 2.05 The District Counselor(s) will be the Administrative Officers of the District. They will be a nonvoting member of all District Committees, which the District President will appoint. They will act in an advisory capacity to the National Council, the

District, and to the Chapters in the District. They 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. They will review each officer's GPA for each semester during their term of office.

- 2.06 The District President will fulfill the following responsibilities:
- Preside at all meetings of the District
 - Appoint and are an ex officio member of all committees
 - Will render all possible assistance to the District Counselor(s)
 - In the absence of the District Counselor(s), they may be designated as the official representative of the District whenever such representation is required
 - Be the Official Delegate of the District at the National Convention
 - Oversee and act as an advisor for all District activities and carry on communication within the District
 - Serve as committee chair on the Credentials Committee during District Convention
 - Assist chapters and chapter officers in duties and other related tasks/responsibilities related to their district office
 - Any other delegated task/responsibility by the district council and counselors
- 2.07 The District Vice President for Membership will fulfill the following responsibilities:
- In the absence of the President, preside at all meetings of the District
 - Assist the District President and District Counselor(s) in any way possible
 - Have jurisdiction over all Area Workshops
 - Advise on the committee on Membership during District Convention
 - Assist Chapter Vice Presidents of Membership of the District with using Overture and completing their chapter Membership Education Plans
 - Any other delegated task/responsibility by the district council and counselors
- 2.08 The District Vice President for Special Projects will fulfill the following responsibilities:
- Be responsible for designing and implementing special projects as determined by the District Council
 - Maintain a scrapbook of documented activities of the District to be presented at the District Convention.
 - Be responsible for the publicity of all Area Workshops
 - Organize and execute at least one District service project by the close of convention weekend
 - Assist chapters of the District in completing the components of Focus on Five

- Advise on the committee on Programs during District Convention
- Any other delegated task/responsibility by the district council and counselors

2.09 The Secretary/Treasurer will fulfill the following responsibilities:

- Record, publish, and distribute the minutes of the meetings of the District Convention
- Make revisions to the District Constitution to reflect amendments made at District Convention within sixty (60) days after the close of the convention
- Revise and the District Constitution and send it electronically to the District Counselor(s), the newly elected District Officers, the National Headquarters, and the National council by July 1st
- Post a link of the District Constitution on the Southwest District website by September 1st.
- Control the disbursement of all monies of the District, with the approval of the District Counselor(s)
- Assist the District President and District Counselor(s) in any way possible
- Advise the Committee on Jurisdiction and Finance during District Convention
- Assist the Secretaries and Treasurers of the district
- Any other delegated task/responsibility by the district council and counselors

2.10 District Officers will not have a vote at district convention, except the President, who will vote only in the case of a tie. If the District Vice President for Membership, Vice President for Special Projects, or the Secretary/Treasurer is the only representative of their chapter, they may serve as their chapter's Official Delegate, and will have the rights and privileges thereof.

2.11 If the office of District President is vacated, the Vice President for Membership will fill the vacancy.

2.12 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 2.17.

2.13 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 their 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 request. 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.

2.14 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) by set deadline. 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 interview 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.

Section 3: Committees

- 3.01 All committees will be appointed by the District Counselor(s) or President and will consist of a minimum of three members.
- 3.02 Members of special committees will serve until relieved of their appointments by the District Counselor(s) or President
- 3.03 The standing committees of the Southwest District will be:
 1. Committee on Membership
 2. Committee on Credentials
 3. Committee on Jurisdiction & Finance
 4. Committee on Nominations
 5. Committee on Programs
 6. Other special committees may be created when considered necessary by the District Counselor(s) and/or the District 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. This committee shall be advised by the District of Vice President for Membership.
- 3.05 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.
- 3.06 The Committee on Nominations will carefully investigate the eligibility of candidates for the election to the offices of District President, Vice President for Membership, Vice President for 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.
- 3.07 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 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. This committee will be advised by the District Vice President for Special Projects.

3.08 The Secretary/Treasurer will be responsible for a year-long communication committee. The communication committee will consist of at least 6 active members representing each area of the Southwest District. Positions in this committee can include but are not limited to: Archive and History Officer, Social Media Analyst, Co-Chair & Outreach Officer, Website Improvement Analyst, and Resource Development Officer.

Section 4: Delegates

- 4.01 Each active chapter in the District shall be represented at District Convention by an Official Delegate. Refer to Section 5.7 of the National Constitution for more information about regulations regarding convention delegates.

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

Section 5: Meetings

- 5.01 A regularly called meeting of the District will be held every year. Details of the Convention will be determined by the District Counselors, District Governors, and National Presidents.
- 5.02 Special conventions of the District may be called on a favorable vote of three-fourths (3/4) 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/Treasurer.
- 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 There will be 6 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.

Section 6: 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.
- a. 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.

Section 7: Publications

- 7.01 The District newsletter shall be called the New ALTO. It shall be published on the southwest district website by the Joint Southwest District Councils. 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 for 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 positions may be changed at the discretion of the SWD Council. 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 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. 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 of Programs from Kappa Kappa Psi and the Vice President for 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 email 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 for Special Projects from Tau Beta Sigma, and the New ALTO team, once selected.
- 7.10 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 Kappa Kappa Psi and shall be hosted through services provided by National Headquarters. Content shall be determined by the District Councils with advice from the Tau Beta Sigma Counselor(s) and the Kappa Kappa Psi Governor(s). Suggestions for content may be made to the District Councils by any member of the District.
- 7.11 The Southwest District of Tau Beta Sigma 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 Counselor(s).

Section 8: Reports

- 8.01 Each District Officer at each regularly called District Convention shall submit a typed report. The report shall include the activities of their term of office.

- 8.02 All reports of District Officers and committee chairpersons will be submitted in a typed report to the District Counselor(s) and the District Secretary/Treasurer at the District Convention.

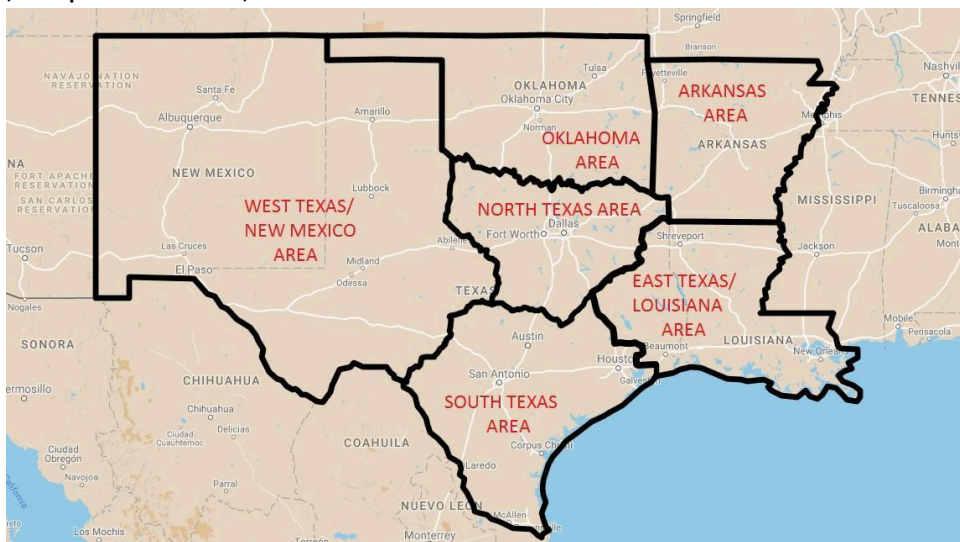
Section 9: Boundary

- 9.01 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. The boundaries of these areas are defined as follows:
- a. All boundaries of the Southwest District with other districts shall also be boundaries for the respective Areas of which they are part.
 - b. 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.
 - c. Boundaries between the West Texas-New Mexico Area and the North Texas Area: Texas State
 - d. 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.
 - e. Boundaries between the West Texas-New Mexico Area and the South Texas Area: US Highway
 - f. 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.
 - g. 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.
 - h. 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.

- i. 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.
- j. Boundary between the East Texas-Louisiana Area and the Arkansas Area: the Louisiana/Arkansas state line.
- k. Boundary between the North Texas Area and the Arkansas Area: the Texas/Arkansas state line.
- l. 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.
- m. Boundary between the Oklahoma Area and the Arkansas Area: the Oklahoma/Arkansas state line.

9.02 (See photo below)



Section 10: Awards

10.01 The following awards may be presented at District Convention:

- Chapter
 - Patsy D. Hejl Award (Outstanding Larger Chapter)
 - Dorothy Allen Nichols Award (Outstanding Smaller Chapter)
 - Dollie McDonald O'Neil Chapter Perseverance Award
 - Janet West Miller Award for Outstanding Service to Music Education
 - Spirit of Sisterhood Award-Beta Turtle (Larger Chapter)
 - Spirit of Sisterhood Award-Sigma Turtle (Smaller Chapter)
 - Tau Turtle (Most spirited chapter)
 - Chapter Distance Award
 - Outstanding Scrapbook: Virtual Submission
- Individual
 - Erika L. Pope Legacy of the Southwest Award
 - Christina M. Gordon Scholarship of Excellence
 - Southwest District Service to Music Scholarship
 - Daniel A. George Award for Fostering Joint Relations

10.02 The Southwest District Service to Music Scholarship will only be presented at District Conventions that fall during Non-National Convention budget years.

Section 11: 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 and electronically submitted to the District Secretary/Treasurer.
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 on any given question or issue. A maximum of 3 minutes shall be granted to the speaker without further permission of 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.