

## **Kappa Kappa Psi & Tau Beta Sigma**

# **Western District Joint Constitution**

**Revised: April 7, 2013**

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### **Article I Purpose**

1.1 Be it known that the Western District of Kappa Kappa Psi, National Honorary Band Fraternity, and Tau Beta Sigma, National Honorary Band Sorority, are herewith established with the intent of promoting the cause of band music; furthermore, the Chapters of the Joint Western District shall combine their resources toward that end, yet remain distinct in identity and ritual.

1.2 The Western District Challenge is as follows:

The Western District commits itself to the highest standard of individual, Chapter and District responsibility. In an effort to achieve this goal, each member and chapter will turn in every form, receipt, fee, and application, complete and on time, every time. The Western District challenges all Districts to exceed our high commitment to excellence. Doing the most is the least you can do.

1.3 The Western District Joint Mission Statement is as follows:

United by music, the Western District Joint Organizations of Kappa Kappa Psi and Tau Beta Sigma are committed to enthusiastic service to college and university band programs, by establishing the standards of excellence for the leadership, expansion, loyalty, and cooperation.

### **Article II General**

2.1 The Constitution of the Joint Western District is to be used in conjunction with the National Constitutions of Kappa Kappa Psi and Tau Beta Sigma and the separate Western District Constitutions of Kappa Kappa Psi and Tau Beta Sigma.

2.2 This document shall not take precedence over the National Constitution of Kappa Kappa Psi or the National Constitution of Tau Beta Sigma.

2.3 A district year is defined as the time between the adjournment of Western District Conventions.

### **Article III Officers**

3.1 The Joint Western District Council shall consist of the Kappa Kappa Psi Western District Council and the Tau Beta Sigma Western District Council.

3.1.1 The Kappa Kappa Psi Western District Governor(s) and the Tau Beta Sigma Western District Counselor shall serve as members ex officio of the Joint Western District Council.

3.2 Kappa Kappa Psi Western District President / Tau Beta Sigma Western District President shall:

3.2.1 Preside over all joint meetings of the Western District. The presidents shall be members ex officio of all Joint Western District Committees.

- 3.3 Kappa Kappa Psi Vice President / Tau Beta Sigma Vice President of Membership shall:
  - 3.3.1 Preside at joint meetings of the Western District in the absence of their respective Western District President.
  - 3.3.2 Be responsible for the general membership.
  - 3.3.3 Be responsible for the content of the Western District website.
- 3.4 Kappa Kappa Psi Member-at-Large / Tau Beta Sigma Vice President of Special Projects shall:
  - 3.4.1 Be responsible for projects deemed necessary by the Western District Council.
  - 3.4.2 Be responsible for organizing and maintaining the history of the Western District.
- 3.5 Kappa Kappa Psi Secretary-Treasurer / Tau Beta Sigma Secretary-Treasurer shall:
  - 3.5.1 Be responsible for recording, publishing, and distributing the minutes from all joint meetings of the Western District.
  - 3.5.2 Be responsible for coordinating the execution of *The Accent* with the Publisher.
  - 3.5.3 Be responsible for organizing and maintaining all Joint Western District fundraisers.
  - 3.5.4 Be responsible for facilitating fundraising between Kappa Kappa Psi and Tau Beta Sigma Chapter Treasurers specifically for the Western District Emergency Fund should the emergency monies fall below a minimum balance.
  - 3.5.5 The outgoing Kappa Kappa Psi and Tau Beta Sigma Secretary-Treasurers shall author and compile minutes from each convention and the incoming Kappa Kappa Psi and Tau Beta Sigma Secretary-Treasurers shall publish and distribute said minutes.
- 3.6 Kappa Kappa Psi Parliamentarian / Tau Beta Sigma Parliamentarian shall:
  - 3.6.1 Advise the Joint Western District Council and membership at-large regarding points of parliamentary procedure.
  - 3.6.2 Provide a copy of the Joint Western District Constitution to the members of the Joint Jurisdiction Committee.
- 3.7 Joint Western District Webmaster shall:
  - 3.7.1 Be responsible for the Western District website as specified in Article 7.2.
  - 3.7.2 Provide access to *The Accent* on the website.
  - 3.7.3 Maintain an online submission form for *The Accent* on the Western District website, which shall automatically be directed to *The Accent* Publisher.

**Article IV**  
**Meetings**

- 4.1 A regularly called convention of the Western District shall be held in the Spring of each year.
  - 4.1.1 Bids for the Western District Convention shall conform to the following requirements:
    - 4.1.1.1 The chapter(s) must be active and in good standing with the National Headquarters of Kappa Kappa Psi and Tau Beta Sigma.
    - 4.1.1.2 The chapter(s) must be financially able to host the Western District Convention, and must be able to provide proof of financial stability for the last two (2) years.
    - 4.1.1.3 The Sponsor(s) must submit an evaluation of the chapter(s).
    - 4.1.1.4 The bid must comply with convention site policy as determined by the National Councils of Kappa Kappa Psi and Tau Beta Sigma.
    - 4.1.1.5 The bid must be flexible enough to include a minimum of one (1) of the following dates:
      - Last weekend in March
      - First weekend in April
      - Second weekend in April
    - 4.1.1.6 All bids to host Western District Convention shall be submitted to the Western District Governor(s) and Counselor a minimum of two (2) weeks before the upcoming Western District Convention.
    - 4.1.1.7 The chapter(s) must address all items from the "Bid Selection Checklist for Western District Convention" in their bid packet.
  - 4.1.2 In the event that no bids are submitted within the required timeline, as previously specified, or that the Joint Western District does not decide on a site and host(s) for the next Western District Convention, the convention site and host(s) shall be decided by the Kappa Kappa Psi Western District Governor(s) and the Tau Beta Sigma Western District Counselor.
  - 4.1.3 Chapters may seat proxy delegates in committees at the discretion of the chapter and Governor(s) or District Counselor based on the chapter proxy form.
- 4.2 The Joint Western District Council shall meet a minimum of three (3) times per District year for the expressed purpose of discussing District matters.
  - 4.2.1 A passing vote in Joint District matters shall require a two-thirds (2/3) majority approval within both separate councils.
- 4.3 Each region containing chapters shall be responsible for holding a pre-convention meeting called State(s) Days.
  - 4.3.1 State(s) Days must occur before the second weekend in March or a minimum of three (3) weeks prior to the Western District Convention, whichever is earlier in the year.
    - 4.3.1.1 Host chapters must send an inquiry to all chapters within their rotation with at least three (3) proposed dates.

- 4.3.1.2 Host chapters must submit a proposed date to the Western District Presidents no later than December 1 for approval.
- 4.3.2 State(s) Days host(s) shall follow a rotation unique to each state. Once a school hosts State(s) Days, they move to the bottom of the rotation.
  - 4.3.2.1 Should a school be unable or unwilling to host their State(s) Days, the school must notify the District Officers, Governor(s), and Counselor, in writing by October 15.
  - 4.3.2.2 The next school in the list shall be notified by the Joint Western District Council of their hosting duty.
  - 4.3.2.3 Upon relinquishing their duties as State(s) Days host(s), said school shall be skipped in the rotation.
  - 4.3.2.4 Arizona State Day Rotation:
    - University of Arizona
    - Northern Arizona University
    - Arizona State University
  - 4.3.2.5 California State Day Rotation:
    - University of California, Los Angeles
    - California Polytechnic State University, San Luis Obispo
    - California State University, Fresno
    - San Diego State University
    - San Jose State University
    - Fullerton College
  - 4.3.2.6 Utah State Day Rotation:
    - Utah State University
    - University of Utah
    - Boise State University
  - 4.3.2.7 Wagon States Day Rotation:
    - University of Washington
    - Oregon State University
    - Washington State University
    - University of Oregon
- 4.3.3 State(s) Days hosts shall organize and implement a profit-share fundraiser in which fifty (50) percent of the proceeds go to the District and fifty (50) percent may be kept by the State(s) Days host(s).

## **Article V Committees**

- 5.1 The Western District shall have the following joint standing committees: Programs, Jurisdiction, Publications, and Convention Site.
- 5.2 The Programs Committee shall:

- 5.2.1 Examine new ideas for improving music awareness and service through Kappa Kappa Psi and Tau Beta Sigma.
- 5.2.2 Evaluate the candidates, and select recipients for each of the following awards, as laid out in Article VIII:
  - For Music's Sake
  - For Service's Sake
  - For Community's Sake
  - Delegate Distance Award
  - Chapter Participation Award
- 5.3 The Jurisdiction Committee shall:
  - 5.3.1 Examine all proposed changes to the Joint Western District Constitution.
- 5.4 The Publications Committee shall:
  - 5.4.1 Evaluate the effectiveness of the current format of *The Accent*
  - 5.4.2 Evaluate the effectiveness of the website and the Listserv.
  - 5.4.3 Include *The Accent* Publisher and the Webmaster on the committee.
- 5.5 The Convention Site Committee shall:
  - 5.5.1 Evaluate the eligibility, in accordance with 4.1, of all bids to host the next Western District Convention and slate one (1) bid to be presented to the Joint Western District.
  - 5.5.2 Have the authority to waive any bid requirement, except 4.1.1.1 and 4.1.1.4.
  - 5.5.3 Review and revise the *How to Bid for Convention* document, which may include requirements, recommendations, and suggestions directed towards prospective bidding chapter(s).

## **Article VI Finances**

- 6.1 The Western District Emergency Fund shall be maintained by the District for the purpose of providing emergency monies for the District, and shall operate as follows:
  - 6.1.1 An application must be submitted by chapters to be voted on by the Joint District Council.
  - 6.1.2 Each separate council will provide fifty (50) percent of the agreed upon amount. Monies provided in this fashion to an active chapter shall be considered a donation.

## **Article VII Publications**

- 7.1 The Western District Publication shall be *The Accent*.
  - 7.1.1 The Joint Western District Publisher shall be an active member in good standing and shall

serve at the discretion of the Western District Joint Council.

- 7.1.2 The Joint Western District Council shall review all applications received for Publisher by thirty (30) days after the conclusion of Convention and shall appoint a Publisher within two (2) weeks.
- 7.1.3 The Joint Western District Council shall appoint a new Publisher within thirty (30) days of any vacancy.
- 7.1.4 In the event that there are no applications for Publisher the publication shall fall under the discretion of the Joint Western District Council.
- 7.1.5 Submissions that will be considered for the "Best Of" Edition of *The Accent* are due no later than two (2) weeks prior to the deadlines described in Article 7.1.6.
- 7.1.6 *The Accent* "Best Of" Edition must be published at least two (2) times per District year
  - Fall December 31
  - Spring Four (4) weeks after the Western District Convention
- 7.1.7 The Publisher shall distribute a minimum of one (1) copy of *The Accent* "Best Of" Edition per District Officer, District Webmaster, Governor or Counselor, Chapter, and Colony of both organizations in the Western District as well as National Officers.
- 7.1.8 In the event that the Publisher becomes unable to fulfill the publication requirements, the Joint Western District Council may vote to revoke the privilege of publishing *The Accent* "Best Of" Edition from the Publisher.
  - 7.1.8.1 In the event that the publication rights have been revoked, publishing duties shall fall under the discretion of the Joint Western District Council.
- 7.2 The Western District shall maintain a website.
  - 7.2.1 The Western District Webmaster shall be an active member in good standing and shall serve at the discretion of the Joint Western District Council.
  - 7.2.2 The Joint Western District Council shall review all applications received for Webmaster by May 1 and shall appoint the position within two (2) weeks.
  - 7.2.3 The Joint Western District Council shall appoint a new Webmaster within two (2) weeks of any vacancy.
  - 7.2.4 The Western District Webmaster shall be responsible for updating the website within one (1) week of major events or requests. If the requests cannot be completed within one (1) week, the Webmaster shall notify the requester of the expected time of completion.

### **Article VIII Awards**

- 8.1 The Chapter of the Year Award shall be presented to one chapter from each organization in recognition of excellence. The qualifications for this award shall be: District and National participation, Brotherly and Sisterly bonds, adherence to the Western District Challenge, chapter growth and retention, and exemplary service to its college band programs. The winners shall be decided by the Joint Western District Council.

- 8.2 The For Music's Sake Award shall be presented in recognition of the project that best promotes community service related to music.
- 8.3 The For Service's Sake Award shall be presented in recognition of the project that best promotes service to college bands.
- 8.4 The For Community's Sake Award shall be presented in recognition of the project that best promotes community service. The project may involve music, but must be held for a purpose not specifically related to music.
- 8.5 The Delegate Distance Award shall be presented in recognition of the delegate(s) who travel the furthest distance to Convention.
- 8.6 The Chapter Participation Award shall be presented in recognition of the chapter that traveled the furthest distance to Convention, with the greatest percentage of total active membership, according to the following formula:

$$\frac{(\# \text{ of chapter's Actives at Convention}) \times (\text{Distance from chapter's location to Convention location})}{\text{Number of total Actives in the chapter}}$$

### **Article IX Amendments**

- 9.1 Any part of this Constitution may be amended at any time by a simple majority of all eligible voting chapters of each organization.