

Kappa Kappa Psi Western District Constitution

Revised: April 7, 2013

I. General

- 1.1 The Kappa Kappa Psi Western District Constitution is to be used in conjunction with Section V of the National Constitution and the Western District Joint Constitution.
- 1.2 Kappa Kappa Psi recognizes Tau Beta Sigma as an equal affiliated organization with a parallel purpose, function, and role in the college and university band setting.
- 1.3 A District year is defined as the time between the adjournments of Western District Conventions.

II. Officers

- 2.1 In addition to the duties stated in the National Constitution, the duties of the Western District President shall be as follows:
 - 2.1.1 The President shall contact the presidents of all chapters in the District a minimum of two (2) times during the first six (6) months of office, and a minimum of two (2) times during the second six (6) months of office.
 - 2.1.2 The President shall notify the host chapter(s) of the guidelines for District Convention, as determined by the District Council. Said notification shall be made at least six (6) months prior to Convention.
- 2.2 In addition to the duties stated in the National Constitution, the duties of the Western District Vice President shall be as follows:
 - 2.2.1 The Vice President shall be responsible for communicating with officers in charge of membership within each chapter of the District.
 - 2.2.2 The Vice President shall coordinate colonization activities.
 - 2.2.3 The Vice President shall also be responsible for coordinating educational content and updates made to the Western District Website.
- 2.3 In addition to the duties stated in the National Constitution, the duties of the Western District Secretary-Treasurer shall be as follows:
 - 2.3.1 The Secretary-Treasurer shall provide the Western District with a proposed budget for the upcoming District year at least two (2) weeks prior to convention.
 - 2.3.2 The Secretary-Treasurer shall maintain a ledger of the Western District's income and expenditures.
 - 2.3.3 The Secretary-Treasurer shall compile and publish a roster of names and contact information of all Western District Kappa Kappa Psi Officers by June 1 for Semester Schools and June 15 for Quarter Schools, and shall update said roster by October 15. Copies of said District roster shall be provided to all District Officers, Governors, Chapters, and Colonies within the Western District.

- 2.3.4 The Secretary-Treasurer shall compile and publish a roster of names and contact information of all the Western District Membership by December 1, and shall update said list by March 1. Copies of said District roster shall be provided to all District Officers, Governors, Chapters, and Colonies within the Western District.
 - 2.3.4.1 Chapters shall provide the Secretary-Treasurer with a roster of names and contact information of active chapter membership by November 15. Chapters shall be ineligible to apply for District awards until said roster is submitted.
- 2.3.5 The Secretary-Treasurer shall be responsible for updating, revising and distributing the current Constitution from the Western District Convention.
- 2.3.6 The Secretary-Treasurer shall contact the Corresponding Secretary and Treasurer of each chapter in the Western District a minimum of one (1) time during the first six (6) months of office, and a minimum of one (1) time during the second six (6) months of office.
- 2.4 In addition to the duties stated in the National Constitution, the duties of the Western District Member-at-Large shall be as follows:
 - 2.4.1 The Member-at-Large shall assist the District Vice President with internal and external expansion, colonization, and the promotion of communication between all chapters and colonies of the District.
 - 2.4.2 The Member-at-Large shall contact the service chairs of all chapters and colonies in the District a minimum of two (2) times during the first six (6) months of office, and a minimum of two (2) times during the second six (6) months of office.
 - 2.4.3 The Member-at-Large shall be responsible for the promotion of all District awards and for the distribution of each award application to the District no later than fifteen (15) days before each application deadline.
- 2.5 The Parliamentarian shall serve as a parliamentary procedure advisor to the District.
 - 2.5.1 The Parliamentarian shall be appointed by the District Council after all the submitted applications have been reviewed by the District Council.
 - 2.5.1.1 The Parliamentarian shall be appointed no later than three (3) weeks before the District Convention.
 - 2.5.2 The Parliamentarian shall be an active member and shall not be a voting member of the District Council.
 - 2.5.3 The Parliamentarian shall chair the Jurisdiction Committee.
 - 2.5.3.1 The Parliamentarian shall provide a copy of the separate Western District Constitution to the members of the Jurisdiction Committee.
- 2.6 Candidates for District Office must submit the following:
 - 2.6.1 A written application, stating office sought, as distributed by the Western District Council.

- 2.6.2 A brief written recommendation, signed by one chapter executive officer, stating the candidate's status within the chapter and expressing chapter support for the candidate.
- 2.6.3 A written recommendation from the Chapter Sponsor, Director of Bands, or Director of Athletic Bands verifying the candidate's academic standing.
- 2.7 Each officer shall serve no more than two (2) consecutive District year terms in the same office.
- 2.8 A District Officer shall be removed from office if sufficient grounds exist to remove the Officer. The Officer's removal shall be requested by a chapter, District Officer, or District Governor, according to the following procedures:
 - 2.8.1 A formal complaint against the Officer in question must be sent to the District Governor(s). Said complaint must contain a complete list of charges and grievances against the Officer, with documentation.
 - 2.8.2 After receiving a formal complaint, the District Governor(s) shall mediate an impartial and balanced review of the charges and grievances against said Officer. Following the review, a two-thirds (2/3) vote from the remaining voting members of the District Council, as well as the approval of the District Governor(s), shall be necessary for the impeachment of the Officer. After such impeachment, the remaining District Council shall submit a detailed report of the allegations, evidence, analysis, and judgment to the active chapters of the District.
 - 2.8.3 Following the distribution of the impeachment report, active Chapters of the District shall have fourteen (14) days to submit a vote on the impeachment. A two-thirds (2/3) majority vote amongst those Chapters which submit their votes within the above timeframe shall be sufficient to remove the Officer from office.
 - 2.8.4 Upon removal, the Office in question shall be declared vacant, and regular procedures to fill a vacancy shall commence.
- 2.9 If a vacancy occurs in a District Office, the vacancy shall be filled according to the following procedures:
 - 2.9.1 In the event that a District Office is left vacant by election or vacated mid-term, all chapters, for a period of ten (10) days, may submit to the remaining District Council suggestions and candidates to fill the vacancy. Qualifications and requirements for candidacy shall be at the discretion of the Governor(s). The District Council shall notify all Chapters of the application process.
 - 2.9.1.1 If the office of District President is vacated mid-term, the District Vice President shall automatically succeed to the District Presidency until the next Western District Convention.
 - 2.9.1.2 If a vacancy occurs in any other District Office, the District President shall immediately notify all chapters of the vacancy according to the procedure described above.
 - 2.9.2 After the above stipulated ten (10) days, the District Council shall deliberate and then appoint a candidate to fill the vacant office.

- 2.9.3 The appointed candidate shall take office upon approval of the District Governor(s) and a simple majority of all active chapters in the District within fifteen (15) days of appointment.
 - 2.9.3.1 If an active chapter does not submit a vote within said fifteen (15) days, it will be assumed that said chapter abstains from the appointment process.

III. Nominations and Elections

- 3.1 Elections for the Western District President, Vice-President, Secretary-Treasurer, and Member-at-Large shall be held annually at the District Convention.
 - 3.1.1 A simple majority of votes cast shall be necessary for election.
 - 3.1.2 Options for voting in elections include any candidate for office and leaving the office vacant.
 - 3.1.3 If no candidate receives a simple majority vote, a run-off election shall commence between the two highest vote-getters.
 - 3.1.4 In the event of a tie after the second ballot, the office in question shall remain vacant, and the normal vacancy procedures shall commence after the conclusion of the Convention.
- 3.2 The procedure for selection of Honorary members of the Western District of Kappa Kappa Psi shall be as follows:
 - 3.2.1 Nominations from any member of the Western District of Kappa Kappa Psi shall be sent to the Western District President to be approved by a seventy-five (75) percent favorable vote of the Western District Council.
 - 3.2.2 Any financial obligations, if applicable, for the installation of an Honorary member shall be borne by the Western District of Kappa Kappa Psi.

IV. Finances

- 4.1 In the event that a chapter misses the deadline for an annual dues payment, they shall pay a fine to the Western District of Kappa Kappa Psi equal to the amount of money lost by the District in allotments that resulted from tardiness.
- 4.2 At the discretion of the District Governor(s), any chapter not fulfilling its financial obligations to the District shall be denied a delegate seat at the District Convention.
- 4.3 Before a District Officer can make a purchase for which they shall request a reimbursement from the district, they must get the approval of the District Governor(s) and the rest of the District Council. If prior approval is not granted, the officer shall be financially responsible for the purchase.

V. Meetings

- 5.1 A regularly called convention of the District shall be held every year. It is recommended that all National Officers, District Officers, and guests be recognized before seating of the delegates.

VI. Delegates and Proxies

- 6.1 If a chapter is not represented by a delegate or written proxy, then a proxy shall be assigned by the District President according to Greek alphabetical order. Alphabetical Order shall pick up from the last proxy sat.
- 6.2 Chapters may seat proxy representatives in committees at the discretion of the chapter and Governor(s) based on the chapter proxy form.
 - 6.2.1 Said proxy must be an active, associate, or life member of the Fraternity.

VII. Committees

- 7.1 The following standing committees shall function at each District Convention: Jurisdiction Committee and Nominations Committee.
 - 7.1.1 The Jurisdiction Committee shall review all proposed changes to the Kappa Kappa Psi Western District Constitution, review the document for grammar and spelling mistakes, investigate opportunities to consolidate redundancies, and fix discrepancies and contradictions, paying close attention to constitutionality.
 - 7.1.2 The Nominations Committee shall recommend to the delegation a suitable candidate for each District Office in the form of a slate. In the event that the committee does not find any of the candidates suitable for a District Office, the slate for that office shall remain open.
- 7.2 Each chapter shall have a voting member on every standing committee, unless that chapter chooses not to do so.

VIII. Reports

- 8.1 Each District Officer and Chapter Delegate shall submit a report at District Convention. These reports shall be submitted in accordance with the host chapter's requirements for reproduction to the District Secretary-Treasurer, who shall be responsible for reproducing and forwarding copies as necessary. The District Secretary-Treasurer shall forward a copy to the District Governor(s), the National Executive Director, and also retain a copy for the convention minutes.
- 8.2 The host chapter shall submit a report on convention expenses for inclusion in the minutes.

IX. Amendments

- 9.1 Any part of this Constitution may be amended at any time by a two-thirds (2/3) vote of all eligible voting chapters of the District.
 - 9.1.2 If the favorable vote on a proposed amendment is less than two-thirds (2/3), yet there is an absolute majority vote, the proposed amendment shall be tabled until the next regularly called Convention of the District.
 - 9.1.2 If two-thirds (2/3) of the votes cast by the Convention are favorable, the proposed amendment shall be declared adopted. After such adoption, the amendment shall become operative and effective at the conclusion of the convention unless otherwise noted.