

2009 SOUTHEAST DISTRICT CONVENTION

Hosted by:



The Zeta Chi chapter
of Kappa Kappa Psi



The Epsilon Alpha chapter
of Tau Beta Sigma



At the University of South Carolina
in Columbia, SC
On Friday, April 3 – Saturday, April 4

Convention Minutes

April 3-4, 2009

TAU BETA SIGMA

SOUTHEAST DISTRICT CONVENTION

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TAU BETA SIGMA

SOUTHEAST DISTRICT CONVENTION

Schedule of Events

Friday, April 3, 2009

Time	Event	Location
2:00 - 8:00 pm	Registration and Meet & Greet	Coliseum
5:00- 5:30 pm	Opening Joint Session	Coliseum
5:30- 6:30 pm	Host Chapter Cookout!	Coliseum
6:30- 7:30 pm	1 st Separate Session	Corridor
8:00 pm	Concert	Coliseum
10:00 pm	Tau Beta Sigma Ritual	SOM 216

Saturday, April 4, 2009

7:00- 8:00 am	Catered Breakfast	SOM Lobby
8:05- 9:00 am	Committee Meetings	SOM
8-10:30 am	Joint Action Committee (Closed)	SOM 215
	Ways and Means	SOM 210
	Jurisdiction	SOM 210
	Music Support	SOM 006
	Nominations (Closed)	SOM 201
	Sisterhood Spirit/Membership	SOM 016
	9:05- 9:35 am	Workshop Breakaway I
Getting Creative with Service		SOM016
Bridging the Gap in Diversity		SOM 006
One Person at a Time...One Band at a Time		SOM 232
9:40- 10:40am	Committee Meetings	Same locations
10:50am -12:50pm	Separate Session	Corridor
1:00- 2:00pm	Lunch (on your own)	
2:05 -2:35 pm	Workshop Breakaway 2	
	Three R's of Effective Membership	SOM 006
	Leadership in the Membership	SOM 016
	Closing Separate Session	Corridor
2:40- 5:25 pm	Closing Separate Session	Corridor
5:30-6:30 pm	Joint Closing Session	Coliseum
8:00-11:00pm	Banquet	Brookland Baptist Church

TAU BETA SIGMA

SOUTHEAST DISTRICT CONVENTION

Session Minutes

Friday, April 3rd, 2009

OPENING JOINT SESSION

CALL TO ORDER at 5:01 P.M. by Tau Beta Sigma District President LaShika Williams and Kappa Kappa Psi District President David Smith.

Introduction of National Officers

TBS (Williams) :

National Vice President for Colonization and Membership, Dollie McDonald
O'Neill

National Vice President for Special Projects, Dawn Farmer
Chair of the Board of Trustees, Alan Harriet (Gamma Epsilon)

KKY (Smith):

National Vice President of Colonization and Membership, Derrick Mills

Board of Trustees Member, Kirk Randazzo

Board of Trustees Member, Ken Corbett

Board of Trustees Member/Immediate Past National President, Dr. Rod
Chesnutt

Chapter Field Representative, Adam Bates

Introduction of Special Guests

TBS (Williams):

Recognition of Chapter Sponsors

Introduction of District Councils

KKY (Smith):

Member at Large South, Jessica Clements (Alpha Eta)

Member at Large North, Dajuan Horton (Iota Zeta)

Secretary/Treasurer, James Abels (Alpha Eta)

Vice President, D'Javon Alston (Iota Zeta)

Governor, Dr. David O'Shields

Governor, Michael Green (Epsilon)

President, David Smith (Zeta Upsilon)

TBS (Williams):

President, LaShika Williams (Epsilon Lambda)

Vice President for Membership, Ashley Tabron (Theta Upsilon)

Vice President for Special Projects, Jessica Mazzeo (Epsilon Alpha)

Secretary/Treasurer, Stephen Burt (Epsilon Alpha)

Counselor, Reneé Cartee (Zeta Psi)

Counselor, Crystal Wright (Theta Iota)

2009 District Bid Announcements

Alpha Eta (KKY) and Beta Xi (TBS), University of Florida

Iota Zeta (KKY) North Carolina A & T and (KKY) Western Carolina University

Delta Iota (KKY) Florida A & M University

Announcements

Recess

Move to Recess Joint Session

-Motion passes

JOINT SESSION ADJOURNED at 5:10 P.M.

OPENING SEPARATE SESSION

CALL TO ORDER at 6:51pm by LaShika Williams, President

Re-acknowledgement of Special Guests

National Vice President of Colonization and Membership- Dollie McDonald
O'Neill

National Vice President of Special Projects- Dawn Farmer
Chair of the Board of Trustees, Alan Harriet (Gamma Epsilon)
TBSAA Vice Chair, Tamara Henry

Announcement of Convention Officers -

Parliamentarian and Song Leader appointed by LaShika Williams, President
President, LaShika Williams (Epsilon Lambda)
Vice President for Membership, Ashley Tabron (Theta Upsilon)
Vice President for Special Projects, Jessica Mazzeo (Epsilon Alpha)
Secretary/Treasurer, Stephen Burt (Epsilon Alpha)
Counselor, René Cartee (Zeta Psi)
Counselor, Crystal Wright (Theta Iota)
Parliamentarian: Misline Dominique (Theta Rho)
Song Leader: Emily Young (Zeta Psi)

Seating of Delegates and Proxies -

Seating of unnamed proxies begins with Theta Rho

2009 Delegation

Alpha Omega
Beta Xi
Beta Tau
Gamma Epsilon
Gamma Eta, Absent-(Proxy: Theta Chi)
Delta Theta, Absent-(Proxy: Zeta Kappa)
Epsilon Alpha
Epsilon Theta
Epsilon Lambda, Absent-(Proxy: Beta Xi)
Epsilon Xi
Epsilon Chi

Zeta Beta, Absent-(Proxy: Beta Tau)
Zeta Iota
Zeta Kappa
Zeta Tau
Zeta Psi
Eta Beta, Absent-(Proxy: Theta Rho)
Eta Lambda, Absent-(Proxy: Gamma Epsilon)
Eta Xi, Absent-(Proxy: Epsilon Theta)
Eta Omicron-(Proxy: Epsilon Chi)
Eta Phi
Theta Gamma-Absent-(Proxy: Zeta Iota)
Theta Zeta-Absent (Proxy: Theta Upsilon)
Theta Iota-Absent (Proxy: Epsilon Chi)
Theta Lambda-Absent (Proxy: Alpha Omega)
Theta Nu-SUSPENSION
Theta Rho
Theta Upsilon
Theta Chi
Iota Gamma-Absent (Proxy: Zeta Kappa)
Iota Delta-Absent (Epsilon Xi)
Iota Zeta-SUSPENSION
Iota Eta-EXPELLED
Iota Theta - SUSPENSION
Iota Lambda-Absent: (Proxy: Epsilon Alpha)

ECU Colony
Elon Colony-Absent
Huntington Colony-Absent
Benedict Colony
University of Memphis Colony

***The last Unnamed Proxy sat was from Epsilon Chi
(2009 SED Unnamed proxies shall begin with Zeta Beta.)

Announcements

Expected to attend a committee meeting or workshops

Committee Chair Assignments

Sisterhood Spirit/ Membership

Chair - Sylvia Clendenin-Bey (Theta Upsilon)

Advisors - Ashley Tabron
- Dollie McDonald O'Neill

Music Support

Chair - Kristina Bowleg (Theta Rho)
Advisors - Jessica Mazzeo

Jurisdiction

Chair - MiChel Causey (Alpha Omega)
Advisor - Dawn Farmer

Ways and Means

Chair - Katy Montgomery (Eta Beta)
Advisors - Stephen Burt
- Alan Harriet

Joint District Action

Chair - Chris Meserve (Epsilon Alpha)
Advisor - Reneé Cartee

Nominations

Chair - Keisha Thomas (Theta Zeta)
Advisor - Crystal Wright

Committee Assignments

Sisterhood and fellowship - Theta Upsilon (chair)
-Theta Gamma
-Eta Lambda
-Epsilon Xi
-Epsilon Theta
-Eta Omicron
-East Carolina Colony

Music Support - Theta Rho (chair)

-Eta Beta
-Gamma Epsilon
-Beta Tau
-Iota Gamma
-Iota Zeta
-University of Memphis Colony

Jurisdiction - Michel Causey (Chair)

- Zeta Tau
- Zeta Iota
- Iota Delta
- Beta Xi
- Theta Iota
- Benedict College colony**

Ways and Means - Eta Beta (Chair)

- Epsilon Chi
- Delta Theta
- Gamma Eta
- Theta Chi
- Theta Lambda
- Elon University Colony**

Joint District Action - Epsilon Alpha (Chair)

- Alpha Omega
- Zeta Kappa
- Zeta Beta
- Theta Zeta
- Iota Lambda
- Huntingdon College Colony**

Nomination - Theta Zeta (Chair)

- Epsilon Lambda
- Theta Upsilon
- Zeta Psi
- Eta Phi
- Eta Xi

Candidacy Announcements

- Stephen Burt- President
- Amy Cheben- Vice President for Special Projects
- Katie Schmidbauer - Secretary/Treasurer
- Auriel James- Vice President of Membership
- Leah Leong- Vice President of Membership
- Charlotte Manes- Vice President of Membership

Move to accept Robert's Rules of Order

-Motion: Eta Phi

-Second: Epsilon Xi

****Motion Passed

Move to dispense reading of the 2008 Convention Minutes

-Motion: Alpha Omega

-Second: Zeta Beta

****Motion Passed

Announcements

Host: Band Concerts at 8:00

Ritual @ 10:00

Stephen is selling District t-Shirts and face tattoos

Epsilon Xi is selling "Wava is my home girl" posters.

Breakfast will be provided from 7-8am tomorrow on behalf of the SED
council

Move to recess Separate Session

-Motion: Theta Rho

-Second: Zeta Kappa

****Motion Passed

SEPARATE SESSION RECESSED at 7:20 P.M.

S a t u r d a y , A p r i l 4^{t h} , 2 0 0 9

SECOND SEPARATE SESSION

CALL TO ORDER at 11:02 A.M. by LaShika Williams, President

Roll Call

Chapters absent - Delta Theta

Chapters Tardy - None

Proxies:

Beta Tau represents Zeta Beta

Epsilon Xi represents Iota Delta

Chapters Sat - Gamma Eta

- Epsilon Lambda

-Eta Beta

-Eta Lambda

-Eta Xi

-Eta Omicron

-Theta Gamma

-Theta Zeta

-Theta Iota

-Theta Lambda

-Iota Gamma

-Iota Lambda

Officer Reports

SED Secretary/Treasurer- Stephen Burt

SED VP for Special Projects- Jessica Mazzeo

SED VP for Membership- Ashley Smith

SED Counselor- Reneé Cartee

SED Counselor-Crystal Wright
SED President- LaShika Williams

Women in Music Speaker

Dr. Rebecca Phillips

Alumnus-Alpha Omega, Florida State University

USC Associate Director of Bands

The National Chapter of Tau Beta Sigma names Dr. Rebecca Phillips an Honorary Member.

Song Rehearsal

Song leader Emily Young (Zeta Psi)

- SED Song
- SED Joint Song
- National Hymn
- Loyalty Song

Motion to Recess Separate Session

-Motion: Theta Chi

- Second: Epsilon Alpha

****Motion Passes

SEPARATE SESSION RECESSED at 1:00 P.M.

CLOSING SEPARATE SESSION

CALL TO ORDER at 2:50 P.M. by LaShika Williams, President

Roll Call

Chapters Absent - All present

Chapters Tardy - None

SED Scrapbook

- Special thanks to the Zeta Psi chapter of Tau Beta Sigma for hosting this year's scrapbook

Committee Reports

Sisterhood/Spirit-Membership

Motion to accept Committee on Sisterhood and Fellowship's Report

-Motion: Zeta Kappa

-Second: Eta Xi

****Motion passed

Ways and Means

Motion to accept 2009-2010 Proposed Budget

-Motion: Beta Tau

-Second: Epsilon Theta/ECU Colony

****Motion passed

Motion to accept Committee on Ways and Means' Report

-Motion: Zeta Psi

-Second: Eta Lambda/Elon Colony

****Motion passed

Music Support and Development

Motion to accept Committee on Music Support Report

-Motion: Epsilon Alpha

-Second: Theta Zeta/Memphis Colony

****Motion passed

Jurisdiction

Motion to accept committee on Jurisdiction's Report

-Motion: Epsilon Chi

-Second: Theta Upsilon

****Motion Passed

Constitution Changes

Motion to amend 11.02-Delta Theta

Second-Alpha Omega

****Motion passed

Motion to amend 11.04-Beta Xi

Second-Epsilon Theta

****Motion passed

Motion to amend 7.05-Epsilon Chi

Second-Zeta Kappa

****Motion passed

Motion to amend 7.06-Theta Upsilon

Second-Eta Phi

****Motion passed

Motion to amend 2.06, 2.17, 2.18, 2.20, 2.21, 5.01, 5.09, 6.09, 7.08, 7.19, 9.08, 9.09, 10.01, & 11.01 (by changing counselor to counselor(s))-Theta Rho

Second-Gamma Epsilon

****Motion passed

Motion to amend 2.06, 2.07, 2.08, 2.09 (by bulleting the responsibilities) -Epsilon Alpha

Second-Zeta Psi

****Motion passed

Announcements

National Council

National Convention is going to be in Phoenix, Arizona at the Biltmore Resort.

NIB - Please audition. It's an experience you don't want to miss.

Wava and Council are on Facebook
Apply for Scholarships, Deadline due June 1st.
Outstanding Musician Scholarship
Outstanding Leadership Scholarship
Board Of Trustees-Music Education Scholarship

Win/Win Membership Drive
Zeta Psi winner

There is a side walk that you can buy bricks that can be engraved at
National Headquarters, for sale on the national Website. \$30.
Dawn is very impressed with the SED. It was her first SED event.
SED has come along way. Look at Epsilon Alpha.

Nominations Committee

Motion to accept the committee on Nominations Report

Motion: Iota Gamma

Second: Epsilon Xi

Meet the Candidates
Question and Answer

Slate:

President: Stephen Burt

Vice President of Membership: Charlotte Manes

Vice President of Special Projects: Amy Cheben

Secretary/Treasurer: Katie Schmidbauer

Floor opened for President

Motion to vote by Acclimation for Stephen Burt

Motion: Alpha Omega

Second: Epsilon Alpha

***Motion Passed

2009-2010 SED President: Stephen Burt (Epsilon Alpha)

Floor opened for nominations for the office of Vice President of Membership:

Charlotte Manes (Slated)

Leah Leong

Auriel James

Motion made for a 2 Minute Caucus:

Motion: Theta Zeta

Second: Zeta Psi

***Motion Passed

Roll Call:

Absent: All present

Tardy: None

Voted by Secret Ballot

Chants and Cheers!!!!

2009-2010 SED Vice President of Membership: Charlotte Manes (Beta Xi)

Floor opened for nominations for VPSP

Motion to vote by acclamation

Motion: Delta Theta

Second: Theta Iota

****Motion Passes

2009-2010 SED Vice President of Special Projects: Amy Cheben (Epsilon Theta)

Floor opened for nominations for Secretary/treasurer

Motion to vote by acclamation

Motion: Beta Tau

Second: Alpha Omega

****Motion Passes

2009-2010 SED Secretary/Treasurer: Katie Schmidbauer (Alpha Omega)

Oath of Office given to the 2009-2010 Southeast District Officers

Floor opened for nominations to host the District Scrapbook.

Beta Tau

Theta Rho

Eta Beta

One minute question and answer for each bidder.
Vote by Secret ballot

Chants and Cheers

2009-2010 Spirit Stick Awarded to Zeta Psi

Run-off between: Theta Rho and Eta Beta
Host of the 2009-2010 Scrapbook: Theta Rho

Closing of the separate sessions

Announcements:

Host Chapter provides directions to the banquet facility.

CLOSING JOINT SESSION

Call to Order 6:10P.M. David Smith, President (KKY) and LaShika Williams, President (TBS)

Roll Call

Chapters absent- All Present

Chapters Tardy- None

Announce new councils

KKY

President- David Smith

Vice President- Reginald Herbert

Secretary/Treasurer- Jonathan Gifford

Member at Large North- Reginald Hill

Member at Large South- Thomas Riotto

TBS

President- Stephen Burt (Epsilon Alpha)

Vice President of Membership- Charlotte Manes (Beta Xi)

Vice Pres. of Special Projects- Amy Cheben (Epsilon Theta)

Secretary/Treasurer- Katie Schmidbauer (Alpha Omega)

Counselors- Reneé Cartee (Zeta Psi)

-Crystal Right (Theta Iota)

Joint Action Committee

Move to accept Committee on Joint Action report

-Motion: Theta Xi (TBS)

-Second: Iota Zeta (KKY)

Pass TBS

Pass KKY

8th Note Bid

-None

SED Convention 2010 Host

Slate: University of Florida (Alpha Eta (KKY) & Beta Xi (TBS))

Floor opened for nominations to Host the 2010 SED Convention
- Florida (Slated)
-Western Carolina/North Carolina A & T

Motion to Recess for 3 min.

Motion: Alpha Eta (KKY)

Second: Iota Lambda (TBS)

***Motion Passed

Roll Call

Chapters Absent: All Present

Chapters Tardy: None

Vote by secret ballot on the host for the 2010 SED Convention

All chapters interested in hosting the 8th note need to contact the District Presidents and/or Counselors.

The host chapters of the 2010 SED Convention are:

Alpha Eta (KKY) & Beta Xi (TBS) at the University of Florida

Motion to Close Joint Session

-Epsilon Lambda, TBS

-Gamma Nu, KKY

****Motion Passed

Joint Session Closed at 6:40P.M.

TAU BETA SIGMA

2009 SOUTHEAST DISTRICT CONVENTION

Committee on Membership and Sisterhood Report

Committee Chair: Sylvia Clendenin-Bey, Theta Upsilon

*Committee Advisors: Ashley Tabron, 2008-2009 SED VP of Membership
And Dollie McDonald O'Neil, National Vice President of Colonization and Membership*

Charges to Committee

1. Discuss post membership ideas to be given to SED Vice President of Membership for use during term.
 - a. Board Game like sorry pass it along to Vice President's Districts
 - b. Each person gets a portion of the SED constitution and then teaches it to the rest of the chapter.
 - c. Come up with a continue education handout or guideline
 - d. Post membership platform- Things you should know
 - e. Point Master Quizzes- Once a month take a quiz and who ever gets the highest points becomes the point master for the month and gets to keep a shield in their room for the month. The highest Point Master from each chapter can have run off at SED to see who the highest Point Master for the district is.
 - f. Ritual Day- Go over the rituals very slow so that everyone can understand. Do a little section in every meeting so that on ritual day it is a little easier.
 - g. Make a Binder for new members with constitution, contact info, and guide for good sister.
 - h. Look at the 8 to 5 and every week go over a week and involve it in your day to day basis.
2. Discuss concerns with current colonies and how the active chapters can reach out to them.
 - Big Sister Lil sister try to reach out on Facebook programs
 - When you first meet with colonies emphasize the importance of communication on both sides.
 - Always keep in mind that colonies are learning info and how to create a chapter. You have to understand it's like you are stating over without knowing anything. Best way to help is to encourage them and continue to help.
3. Review the current guidelines for membership education and discuss the purpose of the membership process.
 - Add the definition for the chapter status to Guide to Membership.
 - Update the list of Chapter more often.
4. Discuss ways members can promote sisterhood within their chapters.
 - Open forum talk about what it means to be a sister for them and the chapter.
 - Sisterhood function each semester retreat have to spend time with each other
 - Chapter meeting sit next to someone new
 - Weekly sisterhood activity two sisters go out and do something together
 - Go to lunch together and walk to class together
 - Secret sister draw names out of a hat and buy gifts
 - Sister retreat
 - Mix and mingle
 - Bio Books
5. Make a list of activities chapters may use to enhance their post membership education and fellowship development, and include:
 - i. Activity Name
 - ii. Objective
 - iii. Approximate length of time needed to prepare and facilitate activity.
 - iv. Procedure for implementation
 - i. Hearts and minds
 - ii. To clear anything positive or negative and clear the air

- iii. Each person should have 5 min and it should last as long based on the size of the chapter.
 - iv. At the end of all chapter meetings not structured
 - i. Game day in the bag- have different games to play and at the end of the day have a bag where you can put thoughts about the person.
 - ii. Trust
 - iii. 1-2 hours
 - iv. Create different trust games and pass on bags at the end
 - i. Committee Workshop
 - ii. Review committee charges in a fun way
 - iii. Time depends in committee 10-20 min
 - iv. Games Jeopardy
6. Create a resource to be distributed to all chapters that lists these activities that can be later formatted and posted on the district website, in particular an annual fellowship on the district level (i.e. retreats, district days) for the next council to consider and an annual fellowship program that integrates sisterhood and music.
- a. Discuss and create a new and improved district chant to be implemented and taught to the general district membership: TBS, SED, Strength, Excellence, Diversity
 - b. Discuss the district “Unity Day” and find ways to make it better and to allow more chapters to get involved. Also discuss the events for the “Unity Day” and add to or revise the current events.
7. Create charges for the 2009-2010 sisterhood and spirit/membership committee

Implementation of Charges

- Take all our ideas and create a form and pass it on the general membership.
- District sisterhood week
- Florida Day- get council affiliated with it, get more people to come
- Contact VPM when having programs
- Have the VPM recommend to Nationals to add definitions of chapters to membership guide

Respectfully Submitted,

Chair: Sylvia Clendenin-Bey

Committee Members:

Theta Gamma
 Eta Lambda
 Epsilon Xi
 Epsilon Theta
 Eta Omicron
 East Carolina Colony

In Attendance:

Theta Upsilon
 Zeta Psi
 Gamma Epsilon
 Delta Theta
 Beta Xi
 Zeta Iota
 Eta Phi
 Beta Tau
 Memphis Colony
 Alpha Omega
 Eta Beta
 Iota Lambda
 Epsilon Chi
 Theta Zeta
 Elon Colony
 Zeta Kappa
 Iota Gamma
 ECU Colony
 Theta Rho

TAU BETA SIGMA
2009 SOUTHEAST DISTRICT
CONVENTION

Committee on District Joint Actions

*Committee Chairs: Chris Meserve, Tau Beta Sigma - Epsilon Alpha
And Laura Behm, Kappa Kappa Psi – Kappa Mu*

*Committee Advisors: Rod Chesnutt, Kappa Kappa Psi - Immediate Past National President
and Board of Trustees Member and Reneé Cartee, Tau Beta Sigma - Southeast District
Counselor*

Start time: 8:05 AM
Recess: 10:41 AM
Reconvene: 1:05 PM
End time: 1:20 PM

- I. Roll
 - A. Kappa Kappa Psi
 - 1. Epsilon
 - 2. Iota
 - 3. Gamma Nu
 - 4. Iota Tau (Zeta Upsilon proxy)
 - 5. Lambda Beta
 - 6. Zeta Upsilon
 - B. Tau Beta Sigma
 - 1. Zeta Kappa
 - 2. Zeta Beta (Beta Tau proxy)
 - 3. Alpha Omega
 - 4. Iota Lambda
- II. Committee Charges for our Committee
 - 1. Evaluate the Eighth Note from this past year and discuss ways to improve it.
 - 2. Review Bids for 2009-2010 Eighth Note.
 - 3. Slate Chapter to host 2009-2010 Eighth Note.
 - 4. Look into joint qualifications for District Host Bids.
 - 5. Slate Chapter to host the 2010 SED District Convention.
 - 6. Discuss this year's convention and things that can be improved on for next year.
 - 7. Evaluate a deadline for all bids to be in for Tau Beta Sigma and Kappa Kappa Psi.

8. Decide whether Reading Band/Auxiliary Clinic will be Joint Mandatory Events.
9. Create charges for the 2009-2010 Joint District Actions Committee.

III. UF Presentation

- Explained the great things about the bid: large research 1 facility, all convention meetings would take place in one building for entire convention. PLENTY OF SPACE
- Downfalls: flow traffic of student union
- UF is an ideally a central location for the whole district
- A lot of man power to help out with convention. There are about 40 members in both Alpha Eta and Beta Xi
- Traffic is negligible, plenty of space for driving
- Parking is going to be spread out. Parking deck connected to the student union: 200ish spots. Next parking area is 1/8 of a mile. Four proposed parking spots.
- New Band room that activities could be moved to, if need be.
- Student Union is easy to find
- No Hotel in reasonable walking distance (7 minutes)
- Joint Organization Band: Blue and White Ensemble is a collection of brothers and sisters. Student run organization including both music and non-music majors. University Auditorium or Phillips center for performing Arts
- Convention would be held on Easter Weekend for reasoning that there would be less people on campus. Campus facilities would be in tact

IV. Western Carolina and NC A&T Presentation

- March 26 & 27 dates, backup April 2 & 3: Spring Break Week, campus to ourselves
- A/V equipment is available in all rooms
- Registration would be less than \$20
- Benefits of NC: nice and unique state. The mountains have a lot of beautiful scenery that is nice to visit.
- Work for convention divided by three chapters
- Last resort to bring convention to Greensboro chapter
- Convention hosted on two parts of campus. Parking will be everywhere because of Spring Break
- Campus is 1200 square feet
- Recital seats 1200 people
- Plenty of class rooms in the school of music for separate and breakaway workshops
- Population between 8,000 and 10,000
- Talent show would be open to anyone, but they wouldn't mind having a concert
- Sizes of rooms for separate sessions—there are two auditoriums
- Five minute walk between buildings
- No hotels within walking distance
- Work split between 3 organizations. A lot of communication and the school are only about an hour and a half away. No problems with traveling.
- All organizations around 20 members

- V. FAMU Presentation
- March 19-20, backup-date of Easter Weekend
 - One hotel location
 - No budget information submitted
 - SED Concert: invite everyone in the district to participate
 - Tentative schedule. FAMU is building two new buildings that they would want to use. They will open next week
 - Registration Fee: Online and physical registration around \$35
 - Trying to have the whole convention on campus
 - Talking to Alpha Omega-Tau Beta Sigma to keep the TBS aspect of convention in tact
 - Parking will be at the gravel lot, parking garage, and band room parking lot
- VI. 2010 Convention Slate
- A. Motion to not allow bid to Delta Iota. 9 in favor. 1 opposed. Motion passes.
 - B. Motion to slate Kappa Kappa Psi – Alpha Eta and Tau Beta Sigma – Beta Xi. 10 in favor.
- VII. Evaluate Southeast District Convention 2009 and suggest improvements
1. More structured convention with schedules correlating with each other.
 2. Explain convention schedule at joint/separate sessions.
 3. More detailed registration packet from host site, have capabilities of separate persons registering (alumni).
 4. Copy of charges to be distributed committee members prior to the meeting.
- VIII. Develop Joint Bid Process
1. Must have itemized budget.
 2. Need to set deadlines that are consistent with both TBS and KKPsi and submit bid proposals to both SED President/Governors & Councilors no less than two weeks prior SED Convention.
 3. Propose primary date and one alternate date.
 4. Include distances for all chapters.
 5. Breakdown of all available buildings/venues with room capacity numbers.
 6. Breakdown of all available hotels with price listing and distance from convention site.
 7. Parking availability: proximity and price.
 8. Conflicts with ongoing campus activities.
 9. Include campus map with convention sites highlighted.
 10. Banquet Information: location and cost.
 11. Setup for registration via website or on-site.
 12. Sizes of chapters and future members.
 13. Fall mail-out coordination.
 14. Computers and A/V capabilities.
 15. List all supporting chapters for convention.
 16. Include what facilities would be used for separate sessions.
 17. Security for events.

18. Recommendation letter from supporting chapters and faculty.
19. Marketplace facilities.
20. Listing of dining facilities.
21. Campus/City Map.
22. Tentative schedule.
23. Provide 20 hard copies of proposal and a PDF version.

- IX. Eighth Note Bid Submissions/Slate
- A. No Eighth Note Bids submitted
 - B. Since there are no bids, there is no slate
 - C. We support the continuation of the Eighth Note in a more interactive format.
- X. Eighth Note Evaluation
- communication between host chapter and SED Chapters
 - Very nice layout
 - Articles should include inspiring information
 - Possibility of having an Eighth Note online blog
- XI. Reading/Band
- There should be a joint reading band.
 - Application included with District Registration
 - Collaborate with host chapter to make sure there is space
 - Highly marketed event
- XII. Committee charges for 2009-2010 Joint District Actions Committee
1. Council: Explain scheduling information in joint and separate sessions.
 2. Presidents: Coordinate scheduling earlier to get it to the host site.
 3. Presidents: Give charges to committees earlier.
 4. Host Site: More detailed information in registration packets.
 5. JDAC: Review, edit and publish guidelines created this year.
 6. JDAC: Evaluate the reading band as implemented in 2010
 7. Eighth Note Host Chapter: Exploring more interactive ways to host the Eighth Note (i.e. blogs, online forum), encourage more submissions from the District as a whole and better communication between host chapter and district.

Respectfully Submitted,

Co-Chairs:
Chris Meserve
Tau Beta Sigma – Epsilon Alpha

Laura Behm
Kappa Kappa Psi – Kappa Mu

Advisors:
Rod Chesnutt
Renee Cartee

TAU BETA SIGMA

2009 SOUTHEAST DISTRICT CONVENTION

Committee on Jurisdiction

Committee Chair: MiChel Causey, Alpha Omega

Committee Advisor: Dawn Farmer, National Vice President of Special Projects

Charges to Committee

1. Review the Rainy Day Fund and discuss the revisions that will be submitted by the Ways and Means Committee
2. Review charges from last years Jurisdiction committee
3. If applicable, make charges to the 2009-2010 SED Council and/or Officers
4. Create charges for the 2009-2010 Jurisdiction Committee

Implementation of Charges

Rainy Day Fund/Ways and Means

11.02 The **Rainy Day Fund** shall be an emergency fund of contributions/donations from district chapters **and colonies** to assist those ~~chapters~~ who are in need of financial aid. Remaining funds at the end of the fiscal year in excess of \$200.00 shall remain in the Rainy Day Fund for the following year. The Rainy Day Fund will also be used to pay the first year chapter fee of newly chartered chapters. Donations will only be solicited by the District Secretary/Treasurer in the event that the balance falls below \$400.00.

11.04 To obtain Rainy Day funds, the chapter **or colony** must contact the District Secretary/Treasurer for advisement. Upon the District Secretary/Treasurer's recommendation, the chapter **or colony** shall submit two consecutive bank statements and a typewritten fundraiser proposal. This proposal will include monies needed to start the project, expected profits, expected date of realization of profits, and a statement reporting the chapter **or colony's** financial situation. ~~This statement is required for the chapter request for emergency funds.~~

Charged from Ways and Means to strike mailing Chapter Progress Report Forms prior to convention, will charge to the next committee to specify "Spring Mailouts" vs "Fall Mailouts"

DLC Charges

7.05 The exact date of convention is to be determined by the host chapter subject to approval of the **of** District Counselor(s) and Governors.

7.06 All chapters bidding to host a district convention must adhere to the National Guidelines ~~for~~ **for** Bidding and Hosting a District Convention. Each bid submitted must contain at least two (2) available dates. The National Officers in attendance at the convention must approve any exceptions.

Pluralize the words Counselor to Counselor(s) in:

2.06, 2.17, 2.18, 2.20, 2.21, 5.01, 5.09, 6.09, 7.08, 7.19, 9.08, 9.09, 10.01, 11.01

Change the entire officer section into bullets as follows:

2.06 The **District President** shall fulfill the following duties:

- A. Preside over all meetings
- B. Appoint all members of District Committees, including chairs and advisors of those committees, a song leader(s) and Parliamentarian for District Convention
- C. Be an ex-officio member of all committees
- D. Render all possible assistance to the District Counselor(s)
- E. Send out evaluation forms for all District Officers to each chapter in the District by October 31st and shall solicit for the return of all forms by January 1st
- F. Work together with the host chapter(s) on the upcoming Annual convention as needed
- G. Delegate specific duties concerning convention to each chapter, throughout the term of office
- H. Send out a District Convention packet consisting of a delegate form, proxy form, and District committee chair information
- I. Send out reminders to each chapter regarding all Activity Reports and district obligations one month prior to the deadlines set
- J. May be designated as the official representative of the District when required.

2.07 The **District Vice President of Membership** shall fulfill the following duties:

- A. In the absence of the President, preside at the meetings of the District
- B. Submit a membership evaluation questionnaire to be filled out at convention
- C. Maintain frequent contact with the colonies, their advisors, and each advising chapter during the colonization process and after the colonies are established as chapters
- D. Be in charge of membership within the District as set forth by the guidelines of the District Membership Committee
- E. Advise chapters on recruitment of members, retention of members, and post-membership education

2.08 The **District Vice President for Special Projects** shall fulfill the following duties:

- A. Preside at the meetings of the District in the absence of the District President and the District Vice President of Membership
- B. Be responsible for designing and implementing special projects as determined by the District Council
- C. Coordinate and implement a Music Appreciation Month in cooperation with the Committee on Music Support and Development
- D. Be the advisor to the host chapters of the *Eighth Note*, the District Scrapbook, and the webmaster
- E. Be responsible for sending out District Scrapbook host applications to all chapters at least six weeks prior to convention
- F. Design and implement an informal workshop at the District Leadership Conference to encourage chapter bonding
- G. Serve as liaison to the National Council in support of Special Project
- H. Assist the Vice President of Membership with membership expansion as needed

2.09 The **District Secretary/Treasurer** shall fulfill the following duties:

- A. Publish and distribute the minutes of District Convention and the amended District Constitution
- B. Publish and distribute the District Officer Meeting minutes to the District Executive Council and the National President within one week after the meeting
- C. Publish and distribute the minutes of all other district meetings within two weeks after the meeting
- D. Be responsible for keeping a database of current chapter contact information that should be updated

- E. Send out a district newsletter to each chapter twice a semester; the content shall be at the discretion of the council
- F. Be responsible for mailing Chapter Progress Report Forms to each chapter at least six weeks prior to convention
- G. Work closely with the District President to aid in any way needed
- H. Control the receipt and distribution of all District monies upon approval of the District Counselor(s)
- I. Be responsible for mailing the Rainy Day Fund Packets to each chapter by September 1st
- J. Advise the Committee on Ways and Means

Charges to the SED Council

1. Appoint a Parliamentarian to review the constitution and make a document of detailed officer duties and other extraneous information that does not need to be explicitly specified, in the interest of slimming down the constitution.

Charges to the 2010 Committee on Jurisdiction

1. Continuous Grammar correction of the entire document
2. Specify (in parliamentarian document?) the Fall and Spring Mail-outs in order to correct Secretary/Treasurer point F

Jurisdictions Committee Meeting

- DLC charges
 - 7.05-take out repetitive “of”
 - 7.04-for instead of “fro”
 - From section 8 suggested to remove the policies on removing reading band and auxiliary clinic
 - Removing could keep us from being able to bring it back
 - Clauses make it acceptable to not have it every year
 - Committee decided to leave the section
 - Combine 5.02 and 5.04 (officer reports and chapter reports) and remove alumni addresses
 - Committee decided to leave the sections separate
 - Take out section 7.11 no official business will take place on the night before the first full day of convention business unless convention is less than 2 whole days
 - Removing this would reflect that sanctions have been lifted
 - Committee decided to leave this section
 - Change all instances of Counselor to Counselor(s)
 - Committee agrees to the change
 - Bullet point all of the officer policies
 - Committee suggested that instead of bullet points use letters
- SED Convention 2008 Charges
 - 9.12-a recognition award to chapters who have 50% of members leaving the chapter becoming life members
 - No change needed

Will be trying to get a projector to help with charges before the next meeting

- In the event that a bid is not placed to host the Eighth Note before the end of convention; the Executive Board will appoint a chapter to host
- Already specified in the Constitution

Jurisdiction Committee Meeting #2

Officer lettering

- Made paragraph currently in constitution into lettered list of duties for each officer
- Each section was formatted for consistency
- Make B. from President's officer section referring to the President being designated as the official representative of the district when required J. of the list of duties
- Reviewed the duties of each office
 - No changes to Presidential duties
 - No changes to VPM
 - No changes to VPSP
 - Changes to Sec/treas
 - Charge from Ways and Means to strike mailing Chapter Progress Report Forms prior to convention
 - Committee decides not to remove the section
- 3.04 talks about special projects and then exclusively about scrapbooking
 - Consider moving it or combining it with other scrapbook sections
 - Asked to change wording to address and spring and fall mail-out
 - Charge was not clear; so it will go on the charges for next year
- Add to 11.02 chapter or colony who is in need of financial assistance
- Remove from 11.02 "chapters" from sentence involving those in need so that it only reads "those in need"
- Add to 11.04 "chapter and colony" must contact SED Sec/Treas....., "chapter or colony" shall submit to consecutive bank statements....., "chapter or colony's" financial situation.....
- Strike from 11.04 This statement is required for the chapter's request for emergency funds

Charges for next (2010) SED Executive Council

- Possible parliamentary appointment (as needed) to address the issues of extraneous information (especially section 10), and move such information to separate document
 - Appoint a parliamentarian to review the constitution and make a separate document containing specific officer duties that do not need to be in the constitution in the interest of "slimming it down"

2.06, 2.18, 2.18, 2.20, 2.21, 5.01, 5.04, 6.09, 7.08, 7.10, 9.08, 9.09, 10.01, 11.01

Respectfully Submitted,

Chair:

MiChel Causey

Alpha Omega Parliamentarian
Spring 2007 – 11 From Heaven

Committee Advisor:

Dawn Farmer, National VPSP

Committee Members:

Zeta Tau, Zeta Iota, Iota Delta, Beta Xi, Theta Iota, Benedict College Colony

Other chapters in attendance:

Alpha Omega, Beta Tau, Epsilon Theta, ECU Colony, Zeta Psi, Elon Colony, Epsilon Xi, Theta Zeta, Eta Omicron, Delta Theta

TAU BETA SIGMA

SOUTHEAST DISTRICT CONVENTION

Committee Music Support

Committee Chair: Janae Sapp
Committee Advisor: Jessica Mazzeo, SED VPSP

1st Session: All present

Review charges from last year

- Young Composers competition
 - Open to college and high school students
 - Done last year
 - Lots of responses
 - Judges reviewing
 - To be awarded to one student
 - Check to be sent to school to be shown as a scholarship
 - Ways to get money for it:
 - Try to get sponsors with publishing companies
 - Difficult to get this done
 - Try to get it sponsored other ways
 - Ways to make it more of a big deal:
 - Try to get it performed
 - Wasn't enough time to put this together
 - Criteria for it:
 - Must be high school or college
 - Must be playable by band instruments, not necessarily full band
 - Make it for full band
 - Make 2 categories for full band or small ensemble
 - Form must be mailed or e-mailed
 - Rubric:
 - Part-writing, voice-writing, audience appeal
- Service Projects
 - Ideas/Service Database
 - Brownie service day
 - Beaches/parks and recreation
 - Boy scouts & showcase concert
 - Recital dress drive
 - Musical "petting zoo"/ instrument making
 - Hospice visits

- Singing at nursing homes for Easter
- Christmas Caroling with other musical organizations on campus
- Adding basic projects-uniforms, water for bands
- Helping high schools with music programs
- More high school band days
- Service on a national level: find a band program overseas to donate band uniforms to
- Box tops donation
- More community involvement instead of just the band program
- Relay for life
- Receptions for concerts
- Easter Egg hunt for drum set donation in St. Vincent
- Help struggling overseas band programs
- Get involved with school service days
- Carnival on campus to donate to inner-city youths
- Ways to better educate SED on district and national projects
 - Currently send emails through the list serve
 - Shells*
 - Ideas:
 - Have a separate list serve or newsletter for special projects
 - Add-on service project section to website
 - Create a yahoo or google group for separate email
 - Have VPSP of each chapter join a group to promote better communication
- How to make the website better
 - Current status: Messy, 5 different types of coding, needs to be reformatted.
 - Nationals won't allow another website.
 - Ideas:
 - Start a new website from scratch.
 - Nationals won't allow us to not have a website, but won't let us take down the old one.
 - Contact old webmaster
 - Get it fixed
 - No money
 - Get each chapter to donate funds to get it fixed
 - Get someone in SED who is a computer major to try and fix it
 - Rainy day fund
 - Fundraise to get it fixed
 - Might be a necessity to be fixed so that the website is more visited and more functional
 - Make the site easier to navigate
 - Add an "upcoming events in different chapters" section
 - Forum for good service projects
 - Easier contact info for each chapter
 - Links for other chapters more accessible
 - SED music
 - Recent photo gallery
 - Charges list to webmaster
- Ways to make the scrapbook better
 - Chose one specific scrapbook page size/matching dimensions

Choose a color scheme
Have one scrapbook for each state
Standardize size of the scrapbook
Pick a theme for it
Have a CD scrapbook instead of real one with a link on the website
Make it more accessible to be seen by other chapters

2nd Session: Missing Iota Zeta

Ways to get better participation in the scrapbook

- Standardize so that it is easier and more desirable to work with
- Currently low chapter involvement
- Set up a sign-up so more chapters can have it
- Send it out yearly to a new chapter
- Do a workshop at SED or DLC on the scrapbook: composition and ideas for it
- Increase chapter knowledge of the scrapbook
- Pick a theme so there is something to work with
- Scrapbook Spirit Stick
- Find different ways to display the scrapbook
- Discuss projects the District Council can coordinate
 - Chapters were supposed to donate band supplies to give to a band in the southeast
 - Need to get chapters more involved
 - High School band interaction: teach a band a piece and have them perform it at SED
 - Get a few people from each chapter to help out
 - Work with the students during the sessions on Saturday at SED
 - Announce the service idea at the convention the year before
 - Include the idea in the invitation to SED
 - Give out certificate at banquet for the chapter who participated the most fully in the service project
 - Have a high school student shadow an advisor through convention
 - Make it more obvious which chapters are working harder at service
 - Instead of doing it at convention, have a common theme for the service we do throughout the year
 - Collect recital dress for convention, use chapters as a network
 - Doing service donating time and effort instead of just monetary goods
- Discuss 2009 district convention
 - Ties in with last topic

TAU BETA SIGMA

2009 SOUTHEAST DISTRICT CONVENTION

Committee on Nominations

Committee Chair: Keisha Thomas, Theta Zeta
Committee Advisor: Crystal Wright SED Counselor

Charges to Committee

1. Review the Nominations Report from 2008 SED Convention
2. Review 2.03-2.09 of our District Constitution
3. Conduct exit interviews of the current years out-going officers, and submit results in document separate from committee report for the new officers.
4. Interview those persons running for District Office.
5. Create two questions per office, which asks the candidate what they can implement or bring to that position.
6. What are ways to improve and maintain communication from the district officers to the chapters?
7. Slate a person for each District Office
8. If applicable, create charges for the officers for the upcoming year.
9. If applicable, create charges for the **2010 nominations committee**.

Implementation of Charges

- Reviewed the Nominations Report from 2008 SED Convention
- Reviewed 2.03-2.09 of our District Constitution
- Interviewed people running for District Office
- Created interview questions for office chairs
- Slated a person for each District Office

Charges to the 2010 Committee on Nominations (optional)

- Review the Nominations Report from 2009 SED Convention.
- Review 2.03-2.09 of our District Constitution.
- Conduct exit interviews of the current years out-going officers, and submit results in document separate from committee report for the new officers.
- Create charges for the officers for the upcoming year.
- Create charges for the 2011 nominations committee.

During the first meeting the nominations committee reviewed the nominations report from the 2008 SED Convention and 2.03-2.09 of our District Constitution. We also discussed the duties of each office and completed the first set of candidate interviews. The following questions were formulated:

What is your major and classification?

What inspired you to seek a Southeast District Council office?

Describe the duties of the office that you are seeking.

What can you implement and bring to the position that you are seeking?

How do you plan to manage school, band, chapter and district responsibilities if elected?

Choose one of the 5 Qualities or the 8 Essential Factors that best describes you and state why.

Other special questions were devised for each respective district office.

During the second meeting the committee completed the candidate interviews and slated candidates for each District Office.

The committee did not have enough time to facilitate exit interviews due to time restraints.

Southeast District Counsel 2009-2010 Slate

Stephen Burt – President

Charlotte Manes - Vice President for Membership

Amy Cheben - Vice President for Special Projects

Kaitlyn Schmidbauer - Secretary/Treasurer

Respectfully Submitted,

Chair: Keisha Thomas, Theta Zeta

Advisor: Crystal Wright, District Counselor, Theta Iota

Committee Members:

Clark Campbell, Eta Xi

Ben Chocie, Eta Phi

Elaine Laws, Epsilon Lambda

Madison Roach, Zeta Psi

In Attendance:

Clark Campbell, Eta Xi

Ben Chocie, Eta Phi

Elaine Laws, Epsilon Lambda

Madison Roach, Zeta Psi

Crystal Wright, District Counselor, Theta Iota

TAU BETA SIGMA

2009 SOUTHEAST DISTRICT CONVENTION

Committee on Ways and Means

Committee Chair: Katy Montgomery, Eta Beta
Committee Advisors: Stephen Burt 2008-2009 SED Sec/Treas
And Allan Harriet, National Board of Trustees Chair

Charges to Committee

1. Review the ways and means committee report from the 2008 SED Convention
2. Review charges from the 2007-2008 Ways and Means Committee report
3. Discuss changes that can be made in order to better utilize the money our district has proposed as an income.
4. Review and Revise the rainy day fund to eliminate all grey areas.
 - a. Submit changes to the Jurisdiction Committee
5. Review the 2008-2009 budget and allocations
6. Discuss the T-Shirt competition for the 2010 district convention
7. Evaluate the District T-Shirt fundraiser.
8. Create charges for the **2009-2010 Ways and Means Committee**

Implementation of Charges

1st Meeting Called to order at 8:05 am.

-Rainy Day Fund

- The Requisition forms will be changed to provide the money as a donation only as per the constitution.

-Proposed budget reviewed

Changes made in Spending:

- Increase President line to \$500
- Increase each officer line to \$400
- Increase mail outs to \$300
- Increase SED fundraiser to \$300
- Increase Leadership Conference to \$400
- Increase SED Scrapbook to \$150
- Add line item 660-SED Convention (Council)
 - Added for expenses incurred by the Council for convention. Previously there was only a line for the host chapter.
- Increase Convention Host to \$300
- Increase Convention Awards to \$300
 - Plaques and trophies cost significantly more than \$50.

-Increase Miscellaneous to \$200.

*This creates a \$5,346 to \$5,300 Revenue to Spending Ratio. *

In the past, the entire revenue has not been proposed as spending and this year's committee has worked to better utilize all our incoming funds.

- District T-Shirt Competition

-Discussed the confusion on how the t-shirt competition is held every other year to create a t-shirt for the next National Convention. The year following the National Convention, the T-Shirt design will be considered and the year before the national convention, the new design will be sold for the entire year; including at National Convention.

-This year is a selling year and next will be the t-shirt competition year.

-All entries should be sent in using an Electronic Submission form.

-Any current member in good standing may compete. This includes life, active, alumni, and conditional.

-Deadline should be set 1 Month before the start of convention

-Submitting files in PDF or JPEG. Preferably in JPEG form due to the loss of color in PDF files.

-Sec/Treas Position

-Charge Jurisdiction committee to strike the sentence:

~~. – The District Secretary/Treasurer shall be responsible for mailing Chapter Progress Report Forms to each chapter at least six weeks prior to convention.~~

-Recommended Fundraisers:

-See Charges to 2009-2010 Ways and Means committee.

Meeting Recessed at 9:02

Charges delivered to the Jurisdiction Committee

2nd Committee Meeting Called to order @ 9:43

Young Composer Competition:

-Discussion on having every chapter perform a specific fundraiser just to donate the funds for YCC

Listserves:

SED Listserve:

TBS_SED-Subscribe@yahoo.com

Chapter Presidents Listserve:

Sepresidents-subscribe@yahoo.com

There has been a serious lack of chapter and individual membership on these listserves. There is a lot of information sent out of the district listserves and they are used solely for the distribution of District Information. They are not like the national listserves and are drama free.

-Rainy Day Fund:

- Discussion between whether or not to loan or donate the money to chapters when they put in requests.
- Discussion on allowing the funds to be utilized by the colonies.
- Clear up the Rainy Day Fund Requisition form.
- Charges made to the 2009-2010 SED Executive Council
- When editing the mail outs, we need to not only emphasize the changes made but also the importance of donations after allowing colonies to utilize the fund.

2nd Committee Meeting Closed at 10:34.

Charges to 2010 Committee on Ways and Means (optional)

- Review the 2008-2009 Ways and means committee report
- Review the Charges.
- Review the 2009-2010 budget
 - Review 2010-2011 proposed budget.
- Recommend Fundraisers to use to compensate for the t-shirt fundraiser.
- Review entries of the 2010 SED T-Shirt competition and choose a winner.
 - Make changes to design if needed.
- Review progress of Individual Chapter fundraisers benefiting the Young Composer's Competition.
- Continue encouraging active members to utilize the SED listserve.
- Maintain an accurate budget in regards to Revenue and Expenses data.
- Review the proposal to allow colonies utilize to the rainy day fund. If need be, establish procedures limiting the donations to colonies and decide whether or not it should be added to the District Constitution.
- Create charges for the 2010-2011 Ways and Means committee.

Charges to the 2009-2010 SED Secretary/Treasurer

- Promote the Young Composer Competition Fundraisers for each individual chapter to solicit donations for the YCC.

Charges to the 2009-2010 SED Executive Council

- Allow colonies to utilize the Rainy Day Fund with the discretion of the executive.

Respectfully Submitted,
Chair: Katy Montgomery

Advisor: Stephen Burt, Alan Harriet

Committee Members: Theta Lambda, Delta Theta, Epsilon Chi, Elon Colony

Other members in attendance: Zeta Psi, Alpha Omega, Epsilon Xi, Theta Lambda, Epsilon Theta, Gamma Epsilon, Beta Xi, Theta Zeta, ECU Colony

TAU BETA SIGMA

SOUTHEAST DISTRICT CONVENTION

Committee on Ways and Means

Approved Budget

ACCT #	ACCOUNT NAME	BUDGETED	ACTUAL
<u>REVENUE</u>			
0	Balance Forward	\$3,000.00	
0	Spring Allocation	\$296.00	
0	Fall Allocation	\$1,450.84	
0	Account Interest/ Service	\$0.00	
0	RDF Revenue Transfer (end-of-year)	\$200.00	
0	District Income/ Fundraising	\$400.00	
0	Miscellaneous	\$0.00	
TOTAL REVENUE		\$5,346.84	
<u>EXPENSES</u>			
110	President	\$500.00	
220	VPCM	\$400.00	
330	VPSP	\$400.00	
440	Sec/Treas	\$400.00	
441	Mailouts	\$300.00	
442	Minutes/ Directory	\$250.00	
443	SED Fundraiser	\$300.00	
551	Leadership Conference	\$400.00	
552	Fall Workshop	\$0.00	
553	SED Scrapbook	\$150.00	
554	Eighth Note	\$0.00	
660	SED Convention (Council)	\$300.00	
661	Convention Hosts	\$300.00	
662	Convention Awards	\$300.00	
663	SED Officer Awards	\$100.00	
666	Jump Drive		
771	District Officer Leadership Conference	\$1,000.00	
999	Miscellaneous	\$200.00	
TOTAL EXPENSES		\$5,300.00	\$0.00

TAU BETA SIGMA

SOUTHEAST DISTRICT CONVENTION

OFFICER REPORT for LaShika Williams, President

Sisters of the Southeast District,

I started out my journey three years ago on as a district officer for this great district call the Southeast. I was so excited to serve my sorority on a larger scale and I was honored by the 2006 delegation to have me as your last Vice President for colonization and membership, and then Vice President for Membership the following year. In 2008, the delegation chose me as the 2008-2009 SED President and from there I hit the ground running.

I began my journey in Tallahassee, Florida which was full circle for my sorority life because I stepped on the scene five years ago in the same state as a member of Epsilon Lambda and a member of Tau Beta Sigma. My Council and I then made our way to Stillwater, OK for District Leadership Conference where we hung out with Wava and planned a successful year of strength, excellence, and diversity. There we discovered that the Southeast no longer had SANCTIONS and the National Council saw improvement, and growth from the District, ROCK ON! From there we discovered the many improvements that the Southeast had accomplished in the last three years.

1. Paperwork: The Southeast being the second largest district in the organization had the 3rd best turnout in paperwork. This is definitely a step in the right direction and I commend you as the body of our leadership for that. For the district, I focused on getting paperwork in on time and making sure that they had explanation to everything that was turned in.
2. Chapter Fees: As you know each district gets extra money when we are either on time or early when it comes to chapter fees being turned in. We improved from being the 8th worst in chapters fees (combined with Kappa Kappa Psi) to the 5th best overall. We only lost roughly \$130 dollars from the Southeast.
3. Communication: This year we expanded the way we correspond with chapters by building a new but temporary website, facebook groups, blogs and actively emailing on the district listserv. Doing this you were able to know everything that we were doing throughout our whole term.
4. Workshops: I believe in getting more for your buck and this year we tried to maintain better workshops that will be benefit your chapter and the leadership development individually.

This year the Southeast has blossomed with colony after colony. This year I have been fortunate to work closely with the East Carolina Colony. I have had a great time serving you and being an ear if you needed it. I was also fortunate to visit chapters, but the one that sticks out in my head would be visiting the Epsilon Alpha chapter. I love you guys so much. We had a great time with you guys and the food was amazing. Hopefully by the end of this convention I will become an official and certified honorary gamecock!

My biggest thanks will have to go to my District Council. You guys made me laugh, I made you laugh and we did some incredible things this year for our district. I thank you for your time, patience and initiative to go above and beyond.

To Renee, I love you so much. Not only were you my very first District President but you were my first district and last district counselor as district president. We bumped heads a couple times but I know in my heart it was due to the passion that we both have for this organization. I wish you the best of luck and if you need it in Nationals, just call me and I will be there.

To Crystal, GLORY!!! You were my shoulder to lean on, and you never sugar-coated anything and I appreciate that. You are an excellent counselor and the district is lucky to have you both. You are an inspiration to me and to this counsel. I wish you the best of luck for next year and continue to serve in the greatest capacity that you can.

Stephen, you are my ROCK!!! I love you so much you have no idea. You were my right hand man and you always have my back. You are awesome and you have a bright future in this organization. Continue to have the drive and desire to do for this organization and you will be a force to be reckoned with in the near future.

Jessica, thank you for having the energetic spirit for music and for Tau Beta Sigma. Continue to do great things for this great organization and for the love of music.

Ashley, thank you for always making me laugh and for the great road-tripping. Even though we are leaving the district, we must continue to set it OWT together, I-85 style.

To Epsilon Lambda and Deena Smith: You guys have continued to have my back from the very beginning. Thank you for being my test pigs and letting me bounce leadership activities and events on you before debuting to the actual district. Deena, you are an inspiration to me and maybe one day I will be able to continue EL tradition.

Sam Rowley, as a past district president and a passionate brother for the two organizations, thank you for being a guide and a go-to person for future success in the organization. You listened to me timelessly and you always had a solution.

To the Southeast district of Tau Beta Sigma: This is my last hooray for the district. I will be around if you ever need an open, loud voice to represent you anywhere in the country. The resilience of this district is amazing. We prove to the nay-sayers that we were down, but never out, that we have STRENGTH from each to keep moving forward, we strive in EXCELLENCE in everything that we do and we are the epitome of DIVERSITY. I want to leave you with some final thoughts; never settle for less, always fight the good fight, and know without us there is no TAU BETA SIGMA. Proud to be forever SED: Strength.Excellence.Diversity.

Respectfully submitted,
LaShika Renee Williams
Southeast District President
Tau Beta Sigma
Epsilon Lambda Chapter, Life Member

TAU BETA SIGMA

SOUTHEAST DISTRICT CONVENTION

OFFICER REPORT for Ashley Tabron

Vice President of Membership

To The Southeast District of Tau Beta Sigma

I would first like to start off by saying I was so thrilled to be your Southeast District Vice-President for Membership. Being a district officer has taught me many things and has given me the opportunity to develop a bond with many new people. Our district is very strong and will continue to grow if we all maintain our passion for each other and our love for not only this district but for Tau Beta Sigma.

As a district officer I visited and fellowshiped with many chapters and had the pleasure of meeting some of the colonies and its members. I also interacted with many of you through phone calls, e-mails and Shells. I also got to have face-to-face interaction with many of you at the District Leadership Conference at Western Carolina University. I enjoyed the new sisters and friends that I met, and the fellowship that we shared. Being your vice-president of membership has made me realize the importance of fellowship with one another, and how each chapter must work together to make the district great.

Even with its many ups and downs I have enjoyed this position very much. It has taught me how to manage my time more effectively and challenged me to become a better member of Tau Beta Sigma. I feel that I have risen to the occasion, and I strongly suggest district leadership to others who possess the desire to become more active within our sorority.

My successful term as a district officer could not have been what it was without the help of my fellow district council members. Lashika, you are a truly beautiful person inside and out. Your level head and vision kept the council going even when I really didn't understand what was going on. Your humor definitely kept me going and your positive attitude always provided the assurance that I needed to keep on pushing. Jessica, you are the silliest person to be around, and your jokes are always hilarious. You had great vision and enthusiasm. I truly appreciate all that you have done for me. Stephen, you take my breath away. You are the most passionate person that I have met. You always show concern and compassion with a smile. You listen to my problems and console and make me laugh, and then help me find a solution. I could not have imagined this term without you. Even though I will not be returning to the council, I will only be one call away, always. With your leadership the possibilities are endless for our district. YOU ROCK!!! LOL . Crystal and Renee, you guys are the most amazing counselors we could have. You always keep us at the top of our game, and wouldn't take no for an

answer. I appreciate your push and guidance, even when it didn't seem like it. I love you all SED 08-09 forever!!!!

I would also like to thank some others who were not on the district council who have been such a great support to me. To the Theta Zeta Chapter at North Carolina A&T State University, you ladies are phenomenal women. You all are an amazing advising chapter and have been very instrumental in helping me be a successful officer. May God continue to bless all of you and your chapter. I would also like to thank my Kappa Kappa Psi counterpart, Vice-President D'Javon Alston. You helped me analyze my thoughts and reinforced to me the importance of being a district officer. I thank you for that.

Last but certainly not least I would like to thank my chapter, my home THE Theta Upsilon Chapter at Winston-Salem State University. You ladies are truly my rock. You all know the challenges that I have faced, and you all never judge me, and are always there when I need a smile hug or encouragement. I LOVE YOU!! Spring 2006, never in my wildest dreams would I have thought we would be as close as we are. We started our journey on Feb 6, 2006 and I am proud to say that I feel like from that day forward I have gained sisters for a lifetime. I love you. To Spring 2008, you all are amazing ladies who I feel are truly ready to take this chapter to the next level. You have my support because I see your vision. Spring 2009, you are my babies and I love you so much. Words cannot express how proud I am to be the one who can say that I was your dean. You ladies but up with my busy schedule and worked with me. I love you all, you are truly beautiful and mommy loves you. There is no way you can pay me back, but I know your plan is to show me that you understand. Keep everything you have promised me and I know you all will be amazing sisters. I LOVE my FLIGHT 809!

In closing, I would like to say that although this was a challenge, and some days were better than others, but I would like to express that I have a true love for this sorority and its goals, and even though my term as district officer has ended, my love for this district and this sorority never will. Thank you for letting me serve as your Vice-President for Membership 2008-2009.

TAU BETA SIGMA

SOUTHEAST DISTRICT CONVENTION

OFFICER REPORT for Jessica Mazzeo

Vice President of Special Projects

Dear Southeast District,

I can't believe it has been an entire year since I was elected to the Southeast District Council of Tau Beta Sigma. It has been a wild ride! I spent a majority of my term working on the first annual Young Composers Competition. Together with my ADHOC Young Composers Competition committee, I was able to gather submissions from college students from across the United States. We received a grand total of twelve registration submission and five musical selections -- a far greater number than we expected for our inaugural year!

In cooperation with my secondary ADHOC committee on Special Projects, I was able to kick off ideas for the Music Matters Campaign -- an SED wide service project, which will hopefully continue to foster in the coming years. Along with my committee, we developed ideas for Tau Beta Sigma members to get out in the community to promote their band program and continuing education in music. In accordance with that, we worked to prepare a SED Service project. We also collected information for the SED Service Project database which will be formatted and distributed by the upcoming VPSP.

We've been working hard on revising the district website, also. We have been through many trials and tribulations trying to revise the new website and I ensure you we are still working to make it functional and appealing.

A lot has been accomplished among the SED Council this year and I'm very proud to have been a part of it. I have had an amazing experience and have met many wonderful people. I have become very close to my fellow council members.

LaShika -- I'm very proud of what you have accomplished this year as president. I know you will go on to do wonderful things. I wish you the best of luck in the future.

Ashley -- Thank you for listening to my frantic phone call in the fall when I was pretty sure life was going to fall apart because I sent an email without getting it approved. You have been an excellent person to work with. I always enjoy getting to see you! Good job this year!

Stephen -- Thank you so much for sticking through this with me! Think about it -- two years ago we were sitting in Starbucks in Russell House, waiting for you because you

were late, as usual, to frantically study for our first candidate test. Who would have thought then that we would be here now?! I hope you are elected district president because I know that you will be wonderful. I'm glad to have experienced this with you. You're pretty amazing, Dirtleg ☺

Crystal and Renee -- That you for being crazy hard on us this year. I'm not sure I would have ever gotten stuff done without you constantly hounding me by email to do things. You all are wonderful and I can't wait to see what you crazy people come up with next year. And always remember...Go Cocks!

Epsilon Alpha -- I love you guys ☺ I couldn't have gotten through this term without you all... I'm not sure I would have even started it without you all! You have been a great support system and a good family. You're amazing. Go Cocks (again)!

Thank you Southeast District for putting me in this position. I have enjoyed my time as an officer. Have a good rest of convention and Go COCKS!

Respectfully Submitted,

Jessica L. Mazzeo
SED VPSP

TAU BETA SIGMA

SOUTHEAST DISTRICT CONVENTION

OFFICER REPORT for Stephen Burt *Secretary/Treasurer*

To the Delegates of the Southeast District of Tau Beta Sigma,

Over the last year, I would have to say, I have been insanely busy. When I was elected to be the Southeast District Secretary/Treasurer for the 2008-2009 term, I never would have imagined the ride I would go on. I have been at work non-stop since I took the oath of office and was handed a huge box of stuff, a notebook with a ton of information I had no idea what the heck any of it meant, and a ridiculous box of old t-shirts, to this week when I have been running around making last minute plans for district awards, this officer report, and making sure everyone knew what was going on as the entire southeast district travels to my home school, the University of South Carolina. Welcome to Gamecock country where you will find thousands of happy faces and will be able to walk around and see all the beautiful places.

I started off this term with a bang. I was quickly overwhelmed with the office as I was given the minutes from last year's convention, all the committee reports, and the newly revised constitution. I was given the wonderful opportunity to sit in my apartment for close to three weeks organizing this 75-page document. It was insane. I did however, meet every deadline and even though my computer crashed and I lost all of the secretary/treasurer documents for the last 10 years, I was able to distribute the minutes to every chapter on time. Soon after, I was able to attend the initiation of the 2nd newest chapter in our district, the Illist ladies of Iota Lambda from the University of North Carolina-Chapel Hill. It was such a good experience to see this colony start to finish as my own chapter served as the advising chapter for the colony. As the school year came to an end and the summer hit me full swing, I was given one of the most amazing experiences of my life. I got to attend the 2008 Summer DLC for all the district officers from around the nation in Oklahoma City. I got to meet sisters from Montana, San Diego, Pennsylvania, Virginia, Texas, Oklahoma, and Arkansas just to name a few. I also got to visit National Headquarters and let me just say, it is everything you have ever heard about and more. We got to sing the national hymn in the good ole train station and it sent chills down my spine. As the council worked hard on team building, planning convention, and learning how to better serve you guys, we made significant progress for our district getting the opportunity to allow Alumni and Life members to return to our convention.

As we prepared to kick off the new school year, we were stoked to hear the announcement of 2 new colonies; Eastern Carolina University Colony and Elon University Colony. Congrats ladies for starting the colonization process and bringing Tau Beta Sigma to your campus's and band programs. In September, I got to send my second edition of SHELLS out and a lot of information for the district to use to better their chapters. I also got to write an article for the Eighth Note about communication. Through out the fall semester, I was given a number of opportunities to meet and visit with other chapters from around the district. When USC played ole Miss, I traveled down to visit the Beta Tau Chapter a day earlier and we got to completely revamp the chapter constitution, work on sisterhood, and just hang out. I love you guys. I also got to visit the Eastern Carolina Colony when they put on a round table workshop to discuss mid-term stress and how it affects the band program. Great job guys. As we headed into winter break, the council worked really hard in preparation for the 2009 DLC in Cullowhee, NC, District convention planning, T-shirt printing, and our next edition of SHELLS. We all converged on the University of South Carolina campus for our Winter Council meetings and our pre-convention visit. We had a blast touring the facilities for the 2009 SED convention and finalizing many plans for the upcoming district events.

The Spring semester brought a ton of exciting adventures for me too. I got to attend the initiation of our newest chapter, the Gamma Eta Chapter at Mississippi Valley State University. I had a blast visiting with the Beta Tau chapter again, Theta Iota from Alabama A & M, Psi from the University of Arkansas, and a number of other chapters in attendance. It was amazing getting to see this colony, after 2 years and 6 months finishing the colonization process, finally become members of the bond. On my way home, I stopped by the Eta Beta chapter at the University of North Alabama. It was great getting to work with you guys on your insane reception for your band concert and making fun of the crazy Jewish lady that only wanted Starbucks and dressing on the side. Also at the beginning of the semester, it was exciting to see 3 new colonies announced at Benedict College from right here in Columbia, Huntingdon College in Alabama, and the University of Memphis soon to be our second chapter in Tennessee. I am proud of all the colonists who are currently in attendance. It proves that there is a lot of exciting things in store for the Southeast. Soon after, I got to visit the Epsilon Chi chapter at South Carolina State University to help with Greek spirit week where a number of other sisters from my chapter and my self, learned to party hop and embarrass our selves in front of all the students on campus. Congrats Epsilon Chi on winning the spirit award. I obviously won it for you guys. DLC quickly came upon us and although I didn't get to stay the entire time, I thoroughly enjoy every minutes I got to spend with those in attendance. There were a very large number of chapters that participated making it one of the best DLC's the district has ever seen. I also enjoyed presenting my workshop on Diversity. And yes, I am a white boy. I was overwhelmed with the response I got and am so glad that my words were able to reach out to a large number of sisters.

As my term has come to an end, I have gotten to work really hard on getting all the district awards done and have continued to do my best to serve the district. Its been insane getting the opportunity to serve you guys this past year. I would never have thought that I would build relationships with so many of you and I can say that I have truly made friends that will last a life time.

To LaShika:

I have been inspired by your spirit and free living attitude. I have learned so much from you and this time we have been able to spend together has been life changing. You have always maintained a positive attitude through all the hard times and have truly stepped up to serve the Southeast. You are a true leader and your 3 years of service to our district is immeasurable. I will miss you so much and will always have your fun spirit in my life!

To Ashley:

How else can I say it but you are amazing. You are so hard working and goal oriented and you are the true definition of a sister. You are always there when you are needed and my only wish is that we could have spent more time together over the last year. I really hope that we will stay in contact in the future. I will truly miss you!!!

To Jessica:

Well from the very beginning, we have been through this together. From our first Candidate meeting to now, we have been working together to serve the Carolina bands, the University of South Carolina, and the Southeast District. I know that I can always count on you for anything and I know that you will always be there in the future. You have done a phenomenal job as Vice President of Special Projects and you have helped the district progress in this area. I am excited to continue the friendship and will always be able to count on you as a fellow Dirtleg.

To Renee:

I am so glad we got to work together over the last year. You have consistently been the person that keeps me on track. You have such a keen sense of detail and always keep me in check. For that I am grateful. I know that I will always be able to count on you in the future. I know that you have had it really hard over the last few months and I want you to know that no matter what, there is always someone you can confide in and be there for you. God bless your family and through it all, keep your heads up. It will all work out. I look forward to further serving with you in the future.

To Crystal:

Well, to be honest I don't know what to say. You have been a true inspiration to me this past year. I don't know what my life would be like with out you. You always offer the best advice and I know that no matter what, I can come to you and you will tell me what is what. I know that you will serve the Southeast district in the future to the best of your ability and we are so lucky to have you and Renee as our councilors. O and Go Cocks and I have a hat for you!!

To Epsilon Alpha:

Thank you all for your undying support in all my endeavors. You guys have always been there for me as I traveled and needed riding buddies, needed money to front for expensive flight tickets and awards, and for support when I would get frustrated. Congratulations on being a finalist for the 2009 Grace and A. Frank Martin Leadership award. Our hard work has paid off and it has been a true pleasure to serve with you all.

To the Southeast:

I have enjoyed my time serving you all this year. I have made so many friends and can honestly say, this is a district like no other. We are a district that works together and wants the best for Tau Beta Sigma. With this in mind, we can continue to grow and become a force that no other districts can compete. Although this year has been a remarkable year for the Southeast we did lose 1 chapter and currently have 3 on suspension. All the current active chapters need to remember that there is never ever an excuse for hazing and it is extremely important to turn in your paperwork on time and your chapter dues on time. When we can completely eliminate these issues, we will truly be the best district in Tau Beta Sigma. We need to keep our heads up and keep pushing forward so as to pursue the best for our individual chapters and for our own selves. This year, we have 4 chapters named finalists for the Grace and A. Frank Martin Chapter leadership award, congratulations Alpha Omega, Beta Xi, Epsilon Alpha and Eta Phi, we had record numbers in attendance at District Leadership Conference and have overwhelming numbers at this largest district convention the southeast has ever seen. It has been an honor to serve you guys for the last year. It is also an honor to have you all right here at the University of South Carolina where I call my home. We hope you enjoy your stay. Thank you all for everything.

Respectfully Submitted,

STEPHEN BURT
2008-2009 SED Secretary/Treasurer
University of South Carolina
Tau Beta Sigma-Epsilon Alpha

TAU BETA SIGMA

SOUTHEAST DISTRICT CONVENTION

OFFICER REPORT for René Cartee, Counselor

Sisters of the Southeast,

A year ago I stood in front of you taking an oath I've been privileged to say before. An oath, that every time I hear it brings emotions of excitement and anticipation. I stood there knowing that I must do all within my power to have a dear friend, Illiana, and my home district of Tau Beta Sigma be proud of my accomplishments -as I am so proud of theirs. We, Crystal and I, set out to be a team –guiding and supporting each your council *and* each other every step of the way.

Your council worked diligently and started right into conference calls, Summer District Leadership Conference (SDLC) preparation, lofty goals, and reviewing minutes and charges! Whew. And, that was just the beginning. After that we rolled into SDLC in Oklahoma with lots to offer and open to learn more. Not only did we meet counselors and officers from across the nation but also we all were able to see National Headquarters, which is always an amazing thing. I watched as members of the council ran into our growing Archives to see their Chapter Charter and other outstanding memorabilia of our district and national history! We were inspired and learned a lot!

As the summer came to a close, your council continued to work on ways to correspond with you! We, Crystal and I, decided that this was also a good time to start communicating with your sponsors. This year we sent two letters to your Director of Bands (DOB) and Sponsors to make them aware of who we were, how we support you, and let them know ways they can support you too, including great resources at our national website and headquarters! Your sponsor and DOB are great resources and I hope you will take the time to ask them questions and let them know your expectations just as many of them will tell you their expectations of you as members in Tau Beta Sigma and university bands!

During the fall, we continued to work towards many goals that your SED council wanted to achieve. We all traveled in December to meet and take a tour of the convention facilities and had a wonderful time as Epsilon Alpha showed Southern Hospitality in a big way. The chapter made a delicious potluck dinner complete with cookies and cake!

The last few months we were diligently putting details together for a successful convention, and I'd like to thank the hosts for all the logistics and opening your doors to the district –not to mention All of YOU for being here! The last two weeks went by like wild fire –calls, chats, emails (a lot of them!), calls, chats, emails...at all hours!

Currently, we have **Five Colonies** (Elon University, East Carolina University, Benedict College, Huntington College, and University of Memphis)! This is astounding! The interest and spark will continue if you let your friends in other colleges and universities know about Tau Beta Sigma! Unfortunately, we do have some downfalls. Although we are gaining colonies we have lost chapters and have had a few others on suspension due to hazing allegations. These cannot be taken lightly. Please remember to review your hazing policy often and educate members so the SED can be a leading district in a change for the better!

In the last week much discussion has happened about your sorority and brother fraternity. As we gather here and learn from each other, create lifetime friendships, and make decisions to continue the growth and success of Tau Beta Sigma in years to come I *challenge* you to prepare for National Convention. Please consider ways to travel and let your voice be heard among the active members, ask questions through the coming months, research, get to know the district and national leaders and talk to them. You'll be glad you did and so will we! I am glad to be able to serve you in this position because it enlightens me to see active members grow and change the shape of Tau Beta Sigma!

Stephen, your diligence has shown in your work this year and your honest character is a very special attribute. You are so energetic about everything music!

Jessica, after talking to you hours after I should have been driving home to Florida from our December meeting I know you are meticulous in your plans to be a Music Educator and I cannot wait to see you teaching! You have brought the VP of Special Projects to a new level.

Ashley, in that tender smile there is so much compassion. You write with elegance, and your work has been heartfelt towards improving membership aspects through the year!

LaShika, I've seen you grow tremendously in this position. You set out to make a difference and keep the district in forward motion, and you have done just that. Remember, if it means so much to you see it *through*.

Crystal, I am glad to be working with such an eloquent speaker and extremely passionate and dedicated sister!

Each of us grew and supported one another serving the SED. You all should be proud of your district and district officer's accomplishments throughout the year and what you have seen here at convention! Through the tears and laughter; this wild roller coaster ride is worth it. Keep working towards your goals, with great musicianship, energetic membership, and continued service: Proud to be -SED-Strength, Excellence, and Diversity!

Respectfully Submitted,
Reneé Cartee

TAU BETA SIGMA

SOUTHEAST DISTRICT CONVENTION

OFFICER REPORT for Crystal Wright, Counselor

It is, indeed, an honor to be selected to serve!

Greetings Sisters of the Southeast District,

I stand before you today as your sister, thanking you for exhibiting “generosity of the mind, heart and hand.” Many of you in this room know that as I stepped in this position it was a bittersweet moment. Although I would have the opportunity to be allowed the chance to embark on a quest that would bring me great joy, excitement, and continued purpose, I knew that there were hurting hearts all around me, including my own. But you, the SED, decided that you would make the effort to welcome me as my journey unfolded. I have received many words of encouragement, high-fives, and hugs. You have laid out the red carpet and allowed me to serve you by answering your questions, attending your events, and giving you a listening ear. You have given me a place to lay my head, cooked for me, and allowed me to pin you during your installation. You have given me a chance and for that I say “thank you.”

Getting in the groove of my duties and responsibilities sure went a lot smoother than I would have ever guessed. With my cohort and partner-in-crime Renee, my goals have never seemed unattainable. It is great to have someone with whom I can discuss ideas and make important plans and decisions. Thank you, Renee, for your sharing your knowledge, your ideas and your opinions. I am most grateful to call you friend and most of all, my sister.

Reflecting on the 2008-2009 SED Council will always make me smile. What is there not to love? You are our first council and I will never forget your term. SED Council, you have truly enriched my life. From you, I have learned what I am seeking to become when I “grow up.” Your passion for your beliefs in who you are in what you believe in have never wavered. No matter the amount of support or lack of it, you have pushed on in an effort to transform the SED into what you know it will be. With lofty goals and high aspirations you spent countless hours planning what was in your mind’s eye. And although every goal may have not come to flourish, you have made it easy for the councils that will follow. You may not receive the credit or the glory, but your hopes will not be forgotten. You have a spirit of unity, and long for a district, despite its deep diversity, that continues to grow together not just in words, but also in deeds. Your love for music will produce and institute long lasting movements and programs that will be embedded in the SED culture for years to come.

From this experience, my prayer is that you have learned more than just the duties of your office. My hope that you have gained those essential tools that will ensure your

success in our world. I know that you are going to be a great asset to anyone who comes to know you and entrust you with their business, homes, children and anything else that is dear to their hearts. You are wonderful young adults and it has been my pleasure to serve you.

Respectfully submitted,
Crystal R. Wright
Southeast District Counselor

TAU BETA SIGMA

SOUTHEAST DISTRICT CONSTITUTION

Revised April 2009

The Southeast District of Tau Beta Sigma, National Honorary Band Sorority, encourages a strong bond of sisterhood between chapters by instilling and promoting the Ideals stated in the Five Qualities and Eight Essential Factors while embracing our diversity through enthusiasm, musicality, spirituality, and fellowship.

Section One: General

- 1.01 This documentation establishes and prescribes the authorized functions and operations pertaining to the Southeast District in accordance with the National Constitution.
- 1.02 Proposed revisions of this Constitution shall be referred to the committee on Jurisdiction at the same convention. If three-fourths of the votes cast at the convention are favorable, the proposed revision shall be declared adopted. Upon adoption, the revision becomes effective unless otherwise stated in the revision.
- 1.03 The Southeast District is composed of all chapters of the Sorority in active standing with the National Headquarters from the states of Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, and Tennessee.
- 1.04 This Constitution was officially adopted at the annual convention of the Southeast District held March 7-10, 2002. Upon adoption it becomes effective immediately upon final adjournment of convention.

Section Two: Officers

- 2.01 **The District Officers** shall consist of a President, Vice President of Membership, Vice President for Special Projects, and Secretary/Treasurer.
- 2.02 The District Officers shall be elected before the chapters assembled at each District Convention and shall serve from District Convention to District Convention.
- 2.03 To be considered for a District Office, candidates must submit at the end of the first separate session to the Nominations committee at District Convention the following:
 1. Cover letter and resume including personal information and goals for their office;
 2. Letter of recommendation from their Chapter;
 3. Letter of recommendation from their Sponsor.

- 2.04 Each District Officer shall be at least a sophomore student and an active member of the sorority in good standing, at the time of election. Officers elected during their final year of college may serve out their current term of office, provided that they are a Life Member by September 1st of their term of office. Each District Officer shall have more than ordinary business or professional ability and shall be capable of representing the Sorority and the District when called upon to do so. Each District Officer shall have the best interest of the Sorority at heart and be willing and able to devote the necessary time to execution of the duties imposed by the office and shall be actively participating in or serving the bands during their term of office. All District Officers shall serve without compensation.
- 2.05 All officers are responsible for filing a report with the District Vice President of Membership concerning the conditions of a chapter or colony following each chapter or colony visitation.
- 2.06 The **District President** shall fulfill the following duties:
- A. Preside at all meetings of the District
 - B. Appoint all members of District Committees, including chairs and advisors of those committees, a song leader(s) and Parliamentarian for District Convention.
 - C. Be an ex-officio member of all committees
 - D. Render all possible assistance to the District Counselor(s).
 - E. Send out evaluation forms for all District Officers to each chapter in the District by October 31st and shall solicit for the return of all forms by January 1st.
 - F. Work together with the host chapter(s) on the upcoming Annual Convention as needed.
 - G. Delegate specific duties concerning convention to each chapter.
 - H. Send out a District Convention packet consisting of a delegate form, proxy form, and District committee chair information
 - I. Send out reminders to each chapter regarding all Activity Reports and district obligations one month prior to the deadlines set
 - J. May be designated as the official representative of the District when required.
- 2.07 The **District Vice President of Membership** shall fulfill the following duties:
- A. In the absence of the President, preside at the meetings of the District
 - B. Submit a membership evaluation questionnaire to be filled out at convention
 - C. Maintain frequent contact with the colonies, their advisors, and each advising chapter during the colonization process and after the colonies are established as chapters
 - D. Be in charge of membership within the District as set forth by the guidelines of the District Membership Committee
 - E. Advise chapters on recruitment of members, retention of members, and post-membership education

- 2.08 The **District Vice President for Special Projects** shall fulfill the following duties:
- A. Preside at the meetings of the District in the absence of the District President and the District Vice President of Membership
 - B. Be responsible for designing and implementing special projects as determined by the District Council
 - C. Coordinate and implement a Music Appreciation Month in cooperation with the Committee on Music Support and Development
 - D. Be the advisor to the host chapters of the *Eighth Note*, the District Scrapbook, and the webmaster
 - E. Be responsible for sending out District Scrapbook host applications to all chapters at least six weeks prior to convention
 - F. Design and implement an informal workshop at the District Leadership Conference to encourage chapter bonding
 - G. Serve as liaison to the National Council in support of Special Project
 - H. Assist the Vice President of Membership with membership expansion as needed
- 2.09 The **District Secretary/Treasurer** shall fulfill the following duties:
- A. Publish and distribute the minutes of District Convention and the amended District Constitution
 - B. Publish and distribute the District Officer Meeting minutes to the District Executive Council and the National President within one week after the meeting
 - C. Publish and distribute the minutes of all other district meetings within two weeks after the meeting
 - D. Be responsible for keeping a database of current chapter contact information that should be updated
 - E. Send out a district newsletter to each chapter twice a semester; the content shall be at the discretion of the council
 - F. Be responsible for mailing Chapter Progress Report Forms to each chapter at least six weeks prior to convention
 - G. Work closely with the District President to aid in any way needed
 - H. Control the receipt and distribution of all District monies upon approval of the District Counselor(s)
 - I. Be responsible for mailing the Rainy Day Fund Packets to each chapter by September 1st
 - J. Advise the Committee on Ways and Means
- 2.10 Each District Officer shall have one vote at all meetings of the District Council, except the District President, who shall vote only in case of a tie or if the vote is by ballot.
- 2.11 District Officers shall have the power to organize a committee within all chapters of the district to assist in the operation of their office.
- 2.12 At District Convention, District Officers will not have a vote, except the President, who will vote only in the case of a tie.
- 2.13 Should the office of District President be vacated for any reason, the District Vice President of Membership shall automatically succeed to the office of District President, and shall have the powers and responsibilities of that office, until the next District Convention.
- 2.14 Should any office other than District President be vacated for any reason, the remaining District Council and District Counselor(s) shall, if deemed necessary, appoint a person meeting the obligations in Section 2.3 of the District Constitution to the vacant office until the time of the next District Convention.

- 2.15 Any District Officer who leaves the District permanently during their term of office shall automatically resign, and other District Officers shall follow constitutional procedure to fill the vacancy.
- 2.16 If a District Officer's Chapter is placed in suspension, the officer's status will be reviewed by the District Counselor(s). Any action will be recommended by the District Counselor(s) and reviewed by the National Council. The District Council and District Counselor(s) must be notified within ten (10) days of any action.
- 2.17 Dismissal shall be brought about if an Officer is not fulfilling the constitutional obligations of the office or is not in good standing with the sorority. A unanimous decision of the District Executive Council, excluding the officer in question, shall be necessary in order to dismiss that officer. Upon removal from office, the National Headquarters and the National President shall receive notification of the removal within ten (10) days. Standing is to be decided by the officer's home chapter in accordance with the District and National Constitutions. If a District Officer is found not to be in good standing, the home chapter must notify the District President and District Counselor(s) immediately.
- 2.18 If a District Officer misses a scheduled District Council meeting without providing 24 hours notice to the meeting to both the District President and the District Counselor(s), then that Officer will be considered on probation with the District Counselor(s). In the event of an emergency situation, an acceptable excuse as deemed necessary by the District President and the District Counselor(s) must be submitted no more than 24 hours after the meeting to both the District President and the District Counselor. District Officers on probation will be required to report as deemed necessary by and to the District Counselor(s). Should a District Officer miss another meeting without informing the District President and the District Counselor(s) 24 hours prior to that meeting, then the District Executive Council will have an immediate discussion and vote to dismiss the District Officer in question.
- 2.19 Following District Convention, the district council shall appoint a webmaster for the district website each academic year. She or he shall be responsible for the maintenance of the SED website at least once monthly. She or he shall maintain correspondence with and be advised by the Vice President for Special Projects.
- 2.20 Each District Officer shall be under the jurisdiction of the **District Counselor(s)**. The District Counselor(s) shall act in concordance with Part Five, Section Two of the National Constitution. The District Counselor(s) shall serve a term of two (2) years. District Counselor(s) appointments will be announced at District Convention of even numbered years with terms beginning July 1. The District Counselor(s) shall serve without compensation. Expenses incurred on behalf of the Sorority shall be paid upon presentation of a written statement to the National Executive Director, subject to approval by the National President.
- 2.21 The **District Executive Council** shall consist of the District Officers and District Counselor(s).

Section Three: Committees

- 3.01 The **Committees of the District** shall be Jurisdiction, Membership, Programs, Ways and Means, Credentials and Resolutions, Nominations, Convention Site, Music Support and Development, and Sisterhood and Spirit. These committees are at the discretion of the District President and may be condensed if the situation warrants it. In addition, other committees may be appointed as

considered necessary by the District Council. The committee assignments shall be made by the District President. Members of all committees shall serve until relieved of their appointment by the District President. The District Counselor(s) and District President shall be members ex officio of all District Committees, with the exception of the Nominations committee.

All committees must submit charges addressed to another committee by the end of the second Separate Session except in emergency situations. Included with these charges must be motivation for said charges.

- 3.02 The **Committee on Jurisdiction** shall examine and submit to the delegation assembled at District Convention all propositions, revisions, and alterations of the District Constitution as found necessary by said committee.
- 3.03 The **Committee on Membership** shall examine, recommend, and submit to the delegation assembled at District Convention all propositions related to the recruitment of members, retention of members, post-membership educations, and colonies of the District as found necessary by said committee.
- 3.04 The **Committee on Programs** shall examine, recommend, and submit to the delegation assembled at District Convention all propositions related to the Programs of the District as found necessary by said committee. This includes, but is not limited to, the District Scrapbook, Awards, Website (when not a separate committee), District Leadership Conference, District Newsletter, and the District Publication. This committee shall be responsible for the reviewing of the applications and naming the host chapter of the District Scrapbook for the upcoming year. This chapter shall be responsible for updating the District Scrapbook and ensuring its arrival to all District functions and will work directly with the District Vice President for Special Projects. In the event that no applications are received or the host chapter is found to be delinquent in its duties, the scrapbook becomes the sole responsibility of the District Vice President for Special Projects. In addition, this committee, when discussing the *Eighth Note*, shall be joint and closed with Kappa Kappa Psi.
- 3.05 The **Committee on Ways and Means** shall examine, recommend, and submit to the delegation assembled at District Convention all propositions related to the finances of the District as found necessary by said committee. The committee shall assist the Secretary/Treasurer in preparing an operating budget for the ensuing year to be presented to the delegation assembled at District Convention for approval.
- 3.06 The **Committee on Credentials and Resolutions** shall examine, recommend, and submit to the delegation assembled at District Convention all propositions related to resolutions for consideration of the sorority. The committee shall also examine, recommend and submit to the District President all credentials of the District Officers, official delegates, and proxies to the convention. The committee shall be joint with Kappa Kappa Psi when necessary.
- 3.07 The **Committee on Nominations** at each convention shall carefully investigate the eligibility of members for election to the offices of District President, District Vice President of Membership, District Vice President for Special Projects, and District Secretary/Treasurer. The committee shall nominate one member for each office and present the names to the delegation assembled at the convention by official delegates. Additional nominations may be made from the floor of the Convention by Official Delegates. The Nominations Committee shall determine

the eligibility of any other candidates who are nominated from the floor. This committee will be closed at all times.

- 3.08 The **Committee on Convention Site** shall examine, recommend, and submit to the delegation assembled at District Convention a full report on all convention site bids and all propositions related to the next District Convention. This committee shall be joint with Kappa Kappa Psi when necessary. This committee will be closed at all times.
- 3.09 The **Committee on Music Support and Development** shall examine, recommend, and submit to the delegation assembled at District Convention ways in which chapters can act as support and resources for music programs in the Southeast District. The Committee shall include recommendations regarding Music Appreciation Month for the Vice President of Special Projects in its report. This committee shall be joint with Kappa Kappa Psi when necessary.
- 3.10 The **Committee on Sisterhood and Spirit** shall examine, recommend, and submit to the delegation assembled at District Convention ways in which chapters can promote Sisterhood both at the District and chapter levels.

Section Four: Delegates and Proxies

- 4.01 Each active chapter of the Sorority shall be represented at District Convention by an official delegate, alternate delegate, or proxy. A Life Member may represent her or his own chapter at District Convention if no delegate from that chapter is present. Each Official Delegate or proxy must have a current membership card.
- 4.02 Any chapter may delegate its right to proxy to another chapter by submitting a written request to the District President prior to the opening session of the convention, designating the chapter to which such a right shall be given. In the event that a chapter is absent and does not submit such a request, the District President will appoint proxies alphabetically by roll call. The chapters already seated by written request shall be omitted in the first round of appointments.
- 4.03 Proxies shall be seated according to alphabetical listing of chapters with the chapter following the last one seated at the prior convention. Any delegate that has not claimed their seat by the beginning of the second separate session shall forfeit their seat to the proxy. The District Council can override this rule using their best judgment under extenuating circumstances.
- 4.04 Proxies shall be distributed in a manner such that no one chapter shall have an excess of more than one vote over the chapter with the second highest number of proxies.

Section Five: Reports

- 5.01 Before the first of December and the first of June, respectively, the Chapter president shall submit a copy of the Fall Activity Report and the Chapter Summary Report to the District President, the District Counselor(s), and the National Headquarters.

- 5.02 Chapter reports are due to the District Executive Council at District Convention. Presentations to the delegation in any manner the chapter so desires within a three minute time period, including preparation and relinquishment of the floor, are optional. This may include oral reports, audio-visual programs, or skits. Three (3) copies of the written report must be submitted to the District Executive Council. District chapters shall be required to include with their Chapter report a current list of chapter officers' addresses, e-mail addresses of all active and conditional members, along with available alumni addresses.
- 5.03 Chapter Progress Reports must be completed by the chapter and postmarked at least three weeks prior to the convention to be considered for the Outstanding Chapter Achievement Award.
- 5.04 All District Officers and Committee Chairmen shall submit three (3) typewritten copies of all reports to the District Executive Council by the end of District Convention. One copy shall be given to the District President, one to the District Secretary/Treasurer, and one to the District Counselor.

Section Six: Publications

- 6.01 The name of the District publication shall be the *Eighth Note*.
- 6.02 Bids shall be accepted on an annual basis at the District Convention. In absence of any bids, the District Executive Councils of Tau Beta Sigma and Kappa Kappa Psi will select a university to publish the *Eighth Note*.
- 6.03 The *Eighth Note* shall be published by active chapter(s) in good standing, and the bid shall consist of a prepared sample of the chapters proposed publication. This bid shall be presented to the joint committee on Programs at their first session of the Convention, unless prior arrangements are made through the District Executive Council.
- 6.04 The *Eighth Note* will be published twice a year; once in the fall and once in the spring. The chapter(s) responsible for publishing the *Eighth Note* shall determine the deadlines for the submission of articles and the mailing dates.
- 6.05 The financing of the *Eighth Note* shall be subsidized by the District.
- 6.06 A minimum of one copy per issue of the *Eighth Note* will be sent to each chapter and colony in the District, as well as the District Officers, Presidents of the other Districts, and the National Officers.
- 6.07 Each issue should include:
1. At least one letter from a National Officer;
 2. At least two letters each from the Southeast District Councils of Tau Beta Sigma and Kappa Kappa Psi;
 3. Chapter Reports/Letters;
 4. A District and National calendar of events and deadlines.
- 6.08 Host chapter(s) of the previous convention and District Leadership Conference shall include a report in the fall issue of the *Eighth Note* and encourage all active members to attend future conventions and conferences.

- 6.09 In the event that the *Eighth Note* is not published in the fall, the publishing chapter(s) will forfeit its right to publish the spring edition. Furthermore, the District Governors of Kappa Kappa Psi and the District Counselor(s) of Tau Beta Sigma will confer and select an alternate chapter to publish the spring edition of the *Eighth Note* with preference given to those chapters having submitted bids at the previous convention.
- 6.10 The name of the District Newsletter shall be *SHELLS*.
- 6.11 *SHELLS* will be published at least twice per semester with publication dates at the discretion of the District Council.
- 6.12 The District Secretary/Treasurer shall be responsible for the distribution of *SHELLS*. One copy of *SHELLS* shall be sent to each chapter in either electronic or paper format, and to the District Website.
- 6.13 Each issue of *SHELLS* shall include at least one article by each District Officer, a calendar of upcoming events, reminders and announcements for the District, and any other content at the discretion of the District Council.

Section Seven: Meetings

- 7.01 **District Leadership Conference** is always a joint affair. Any chapter(s) interested in hosting should send a proposal to the Tau Beta Sigma and Kappa Kappa Psi District Presidents.
- 7.02 If bids are not received to host District Leadership Conference by the stated deadlines, a site will be determined by the joint District Councils, and approved by the District Governor(s) and Counselor(s).
- 7.03 A regularly called **District Convention** shall be held every year. A convention site will be chosen at the preceding convention in joint session.
- 7.04 In the absence of a decision on a location by the end of District Convention, the District Counselor(s) and Governors will determine the location for the next Convention.
- 7.05 The exact date of convention is to be determined by the host chapter subject to approval of the District Counselor(s) and Governors.
- 7.06 All chapters bidding to host a district convention must adhere to the National Guidelines for Bidding and Hosting a District Convention. Each bid submitted must contain at least two (2) available dates. The National Officers in attendance at the convention must approve any exceptions.
- 7.07 Special Conventions of the District may be called upon a favorable vote of seventy-five (75) percent of the chapters of the District in good standing or upon recommendation of all the District Officers.
- 7.08 A ninety (90) day written notice prior to the date of all District Conventions shall be given to all National Officers, District Counselor(s), District Officers, and Chapters in the District by the National Executive Director and the District Secretary/Treasurer.

- 7.09 Official Delegates or Proxies from a majority of the chapters of the District in good standing together with at least two (2) of the District Officers shall constitute a quorum at all District conventions.
- 7.10 The business at the convention is to be determined by the District Officers with approval by the District Counselor.
- 7.11 No official business of the District Convention shall be conducted on the evening prior to the first complete day of business, except in cases of conventions shorter than two complete days of business.
- 7.12 Robert's Rules of Order shall govern all separate sessions.

Section Eight: Reading Band/Auxiliary Clinic

- 8.01 At each District Convention there will be a Reading Band, open to all college band members or directors, but without reference to a membership in the Sorority, unless extenuating circumstances prevent it.
- 8.02 The organizational director of the Reading Band shall be the host chapter(s) of the District Convention. It will be their duty to provide director and music.
- 8.03 At each District Convention there will be an Auxiliary Clinic open to all college band members without reference to a membership in the Sorority, unless extenuating circumstances prevent it.
- 8.04 The organizational director of the Auxiliary Clinic will be the duty of the host chapter(s) of the District Convention. It will be the duty of the host chapter(s) to provide a clinician.

Section Nine: Awards

- 9.01 All chapters, colonies, and alumni associations must be in good standing with the National Headquarters and District to be eligible for recognition.
- 9.02 All awards presented by the District Convention shall be coordinated by the host chapter(s) and the District President.
- 9.03 The District President and District Secretary/Treasurer of Tau Beta Sigma shall oversee the organization and receipt of awards given at the convention banquet.
- 9.04 The **Farthest Traveled Award** shall be presented, in the form of a plaque to the chapter or colony who traveled the farthest to convention according to the official Rand McNally mileage.
- 9.05 A **Best Chapter Representation Award** shall be given, in the form of a plaque, to the chapter with the greatest percentage of active members in attendance at District Convention.
- 9.06 A **Chapter Participation Award** shall be given in the form of a plaque, to the greatest number of active, life, and prospective members in attendance at District Convention.

- 9.07 A **Colony Participation Award** shall be given, in the form of a plaque, to all colonies in attendance.
- 9.08 A **Best Display Award** shall be given, in the form of a framed certificate, in accordance to the criteria established by the host chapter(s). The District Counselor(s) and any attending National Officers may serve as judges for the award. The selection of the recipient of the Best Display Award shall be overseen by both the Tau Beta Sigma and Kappa Kappa Psi District Presidents.
- 9.09 A **Merit Certificate** shall be awarded to the chapters who have fulfilled their National and District obligations by the specified deadlines. District obligations are defined by the submission of Chapter Progress Reports and copies of all required National forms to the District President and District Counselor(s), submission to the fall and spring *Eighth Note*, and attendance at District Convention and District Leadership Conference by the chapter delegate.
- 9.10 All **Outstanding Chapter Achievement Award(s)** shall be presented in the form of a trophy to outstanding chapter(s) in the district as decided by the District President, Secretary/Treasurer, National Officer(s) in attendance, and the District Counselor(s) on the basis of the Chapter Progress Report and the chapter's individual merits. Each Chapter shall be judged against their own accomplishments. Additional criteria considered will include whether or not chapters contributed to the District Scrapbook. Chapters must be Merit Certificate recipients during the current year to be eligible for Outstanding Chapter Achievement Award. There is no limit on the number of chapters receiving the Outstanding Chapter Achievement Award.
- 9.11 An **Outstanding Chapter Assistance Award** shall be given, in the form of a framed certificate, to the chapter(s) that have demonstrated outstanding assistance through motivational activities to other chapters at the District level. In the selection process, the District Executive Council will consider a demonstrated effort to keep periodic contact with surrounding chapters. A nomination form will be published by the District Vice President for Special Projects in the fall edition of the *Eighth Note*. Nominations can be made by the assistant recipient as well as the assistant provider. Nominating chapters must send in completed nomination forms to the District Vice President for Special Projects at least six weeks prior to District Convention. There is no limit to the number of chapters receiving the Outstanding Chapter Assistance Award.
- 9.12 A **Recognition Award** shall be presented, in the form of a plaque, to the chapter(s) who have at least 50% of their current eligible members obtain Life Membership during the fiscal year. This percentage is comprised of members who leave the chapter in good standing in addition to any alumni wishing to obtain life status. Chapters will apply for this award through the District Secretary/Treasurer at least one month prior to District Convention.
- 9.13 The **Shells Umbrella Full Participation Certificate** shall be awarded to the Chapter(s) who donated at least one dollar per active to the Rainy Day Fund since the last District Convention.
- 9.14 The **Shells Umbrella Award** shall be presented, in the form of a framed certificate, to the chapter donating the largest overall amount to the Rainy Day Fund since the last District Convention.

- 9.15 In order for a chapter to be considered for either the Shells Umbrella Award or Full Participation Certificate, Rainy Day Fund donations must be received by the District Secretary/Treasurer at least one month prior to the District Convention.
- 9.16 Host chapter(s) shall not be eligible to receive the Participation Award, Display Award, or Best Chapter Representation Award.

Section Ten: Mail Outs

- 10.01 All District Officers shall submit copies of all correspondences to the National Officers, National Headquarters, District President, and District Counselor(s).
- 10.02 The District President will send out reminders to each chapter regarding all Activity Reports and district obligations one month prior to deadlines set.
- 10.03 The District Secretary/ Treasurer will send the Rainy Day Fund information packet to all chapters in the district by September 1. Contents of this packet shall include: the items of Section Eleven pertaining to the Rainy Day Fund from the constitution, requisition form, and donation information.
- 10.04 The District Secretary/ Treasurer will send the Southeast District Fund Raiser order form at least six weeks prior to the convention to be returned to the District Secretary/ Treasurer no later than two weeks before convention.
- 10.05 The outgoing District Secretary/ Treasurer shall take typed minutes and make three (3) copies of the minutes. Both written and tape recorded minutes will be given to the incoming District Secretary/Treasurer, District President and the District Counselor(s).
- 10.06 The incoming District Secretary/ Treasurer will compile and send out copies of the minutes of the past District Convention and any other minutes of the District to the chapters in the District, the District Executive Council, the National Officers , and the District Website within six (6) weeks of that meeting.
- 10.07 The District Secretary/ Treasurer will send out copies of the District Directory by October 1st, and a revision, including new officers and summer addresses of District Officers and Chapter Presidents to all chapters in the District, the District Executive Council, and the National Officers by May 1st.
- 10.08 The District Secretary/ Treasurer will send out Chapter Progress Report forms to each chapter at least six weeks prior to convention.
- 10.09 The District Vice President of Special Projects will send the District Scrapbook host chapter application to all chapters in the district at least six weeks prior to convention.
- 10.10 The host chapter of the District Scrapbook will send out reminder notices for submission of material to the scrapbook at least twice a year.

- 10.11 The current publishers of the *Eighth Note* will send out reminders of due dates for article submissions once a month prior to their due dates to all chapters in the District, the District Executive Council, and the National Headquarters.
- 10.12 Any mail outs not previously discussed shall be postmarked three weeks prior to the due dates.

Section Eleven: Finances

- 11.01 District revenue shall be derived from a per capital allotment provided by the National Organization. This money shall remain in the National account until requested in writing, signed by both the District Counselor(s) and District Secretary/Treasurer.
- 11.02 The **Rainy Day Fund** shall be an emergency fund of contributions/donations from district chapters and colonies to assist those who are in need of financial aid. Remaining funds at the end of the fiscal year in excess of \$200.00 shall remain in the Rainy Day Fund for the following year. The Rainy Day Fund will also be used to pay the first year chapter fee of newly chartered chapters. Donations will only be solicited by the District Secretary/Treasurer in the event that the balance falls below \$400.00.
- 11.03 Financial need will be determined by the District Executive Council based on proper documentation.
- 11.04 To obtain Rainy Day funds, the chapter or colony must contact the District Secretary/Treasurer for advisement. Upon the District Secretary/Treasurer's recommendation, the chapter or colony shall submit two consecutive bank statements and a typewritten fundraiser proposal. This proposal will include monies needed to start the project, expected profits, expected date of realization of profits, and a statement reporting the chapter or colony's financial situation.
- 11.05 All requests are subject to the approval of the District Officers, and an approved proposal would be considered a donation to the requisitioning chapter.
- 11.06 The District Secretary/Treasurer shall keep record of all donations and contributions apart from the operating budget. The funds must be deposited with the National Headquarters.
- 11.07 All **District fund requisitions** must be submitted to the District Secretary/Treasurer within sixty (60) days of the expense. If the District Secretary/Treasurer does not receive the requisition within sixty (60) days, the expense will not be reimbursed.
- 11.08 District Officers may spend up to half their budgeted funds in the first half of their term in office to insure capital coverage for the second half of their term. Any funds left over from the first half of the year of their term would be carried over to the second half.
- 11.09 District Officers may not claim any allocated funds for reimbursement of meals.

Section Twelve: Joint Session

- 12.01 Robert's Rules of Order shall govern all joint chapter meetings.
- 12.02 These procedures specify the Rules of Order governing the joint Session of the Southeast District of Kappa Kappa Psi and Tau Beta Sigma.
- 12.03 Sessions of the joint chapter shall be governed by the presiding officers of Tau Beta Sigma and Kappa Kappa Psi Jointly. All officers from each organization shall be responsible for performing their duties as coordinated by the presiding officers.
- 12.04 The agenda for each joint session shall be considered by the presiding officers prior to each session.
- 12.05 A motion shall only be considered when moved by a delegate of one organization and seconded by a delegate from the other organization.
- 12.06 The joint chapter of the Southeast District of Kappa Kappa Psi and Tau Beta Sigma shall be comprised of the seated delegates of each organization meeting together in convention.
- 12.07 Voting delegates for joint chapter meetings shall consist of all delegates representing individual chapters in the district.
- 12.08 A joint resolution or a motion shall be passed upon a simple majority vote of Kappa Kappa Psi voting delegates and a simple majority vote of Tau Beta Sigma voting delegates in joint session.