

Convention Minutes

March 30-April 1, 2012





TAU BETA SIGMA



2012 SOUTHEAST DISTRICT CONVENTION

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TAU BETA SIGMA



2012 SOUTHEAST DISTRICT CONVENTION

Schedule of Events

Friday, March 30, 2012

Time	Event
2:00-8:00pm	Registration
5:00-5:45pm	Delegate/ Committee Chair Meeting
6:00-7:00pm	Concert
7:30-7:45pm	Joint Session
	<i>Announcements</i>
7:45-9:45pm	Talent Show

Saturday, March 31, 2012

Time	Event
8:00-9:00am	Registration
8:00-8:30am	Separate Session
	<i>Announcements</i>
8:45-10:00am	Committee Meetings
	<i>Jurisdictions</i>
	<i>Membership</i>
	<i>Programs and Music Support</i>
	<i>Ways and Means</i>
	<i>Nominations (Closed)</i>
	<i>History and Sisterhood</i>
8:45-9:45am	Workshops
	<i>“But My Chapter’s So _____”</i>
	<i>-Jonathan Markowski, National VP for Communication & Recognition</i>
	<i>“The Possible Dream- A Sleek, Effective Chapter Meeting”</i>
	<i>-Chris Foster</i>
10:00-10:50am	Committee Meeting
	<i>Joint Action (Closed)</i>

10:00-10:50am	Workshops <i>“Major Decision”</i> -Sal Parillo <i>“Are You Helping or Hurting your Chapter?”</i> -Lee Commander <i>“Professionalism: The Lessons of TBS Outside of the Music World”</i> -Dr. Kathryn Kelly
11:00-12:00pm	Women in Music Speaker
12:00-1:30pm	Lunch
1:30-3:00pm	Reading Band/ Auxiliary Clinic
3:10-4:00pm	Committee Meeting <i>Joint Action (Closed)</i>
3:30-4:30pm	Committee Meetings <i>Jurisdictions</i> <i>Membership</i> <i>Programs and Music Support</i> <i>Ways and Means</i> <i>Nominations (Closed)</i> <i>History and Sisterhood</i>
4:45-5:30pm	Workshops <i>“Hey, Big Spender!”</i> -Jonathan Markowski <i>“Changing Your MEP Philosophy”</i> -Chris Foster <i>“Ritual History”</i> -Sue Carr <i>“Professionalism: The Lessons of TBS Outside of the Music World”</i> -Dr. Kathryn Kelly
5:45-7:30pm	Separate Session <i>Reseating of Delegates</i> <i>Announcements from Nationals</i>
7:30-8:30pm	Dinner
8:45pm	Ritual

Sunday, April 1, 2012

Time	Event
8:00-10:00am	Closing Separate Session <i>Reseating of Delegates</i> <i>Committee on Jurisdictions</i> <i>Committee on Nominations</i>
10:00-11:00am	Closing Joint Session <i>Joint Action Committee</i> <i>Announcements</i>
12:30pm	Banquet



TAU BETA SIGMA



2012 SOUTHEAST DISTRICT CONVENTION

Session Minutes

Friday, March 30, 2012

OPENING JOINT SESSION

Call to order at 7:33 P.M. by the Tau Beta Sigma District President Rachel Kerley and Kappa Kappa Psi District President Cedrick Boyd.

Introduction of National Officers:

TBS (Kerley):

National Vice President for Communication and Recognition, Jonathan Markowski
Tau Beta Sigma Alumni Association Executive Committee, Sue Carr

KKY (Boyd):

National President, Adam Cantley

Introduction of Special Guests:

TBS (Kerley):

Past National Vice President of Special Projects 2009-2011, Dr. Kathryn Kelly
Past Southwest District President for 2003-2004 and 2004-2005, Chris Foster
Past Southeast District President for 2009-2010 and 2010-2011, Stephen Burt
Alumni Member of the Alpha Omega Chapter at Florida State University, MiChel Causey

KKY (Boyd):

Past National President, Derrick Mills
Southeast District Governor, Craig Aarhus
Past National President, Ken Corbett
Northeast District Governor, Marie Burleigh

Recognition of Chapter Sponsors

Introduction of District Councils

KKY(Boyd):

Vice President, Rajah Jackson, Iota Zeta, North Carolina A&T State University
Secretary/ Treasurer, Brandon-Rashad Kenny, Zeta Phi, Tuskegee University
Member at Large, Stephen Arline, Mu Iota, Jacksonville State University
Parliamentarian, Kevin Diana, Alpha Eta, University of Florida
West Regional Representative, Douglas Dobos, Zeta Upsilon, Troy University
Central Regional Representative, Greg Boike, Kappa Mu, University of Georgia
East Regional Representative, Amy Kellems, Kappa Mu, University of Georgia
President, Cedrick Boyd, Mu Iota, Jacksonville State University

TBS (Kerley):

Vice President of Membership, Kevin Brenner, Eta Phi, Vanderbilt University
Vice President of Special Projects, René Mark, Beta Xi, University of Florida
Secretary, Ashlynn Wittchow, Epsilon Alpha, University of South Carolina
Treasurer, Jonathan Arton Beta Xi Chapter at the University of Florida
Parliamentarian, Lee Commander, Alpha Omega, Florida State University
Historian, Sal Parillo Zeta Psi, University of Central Florida
District Counselor, Reneé Cartee, Zeta Psi, University of Central Florida
District Counselor, Crystal Wright, Theta Iota, Alabama A & M University
President, Rachel Kerley, Epsilon Alpha, University of South Carolina

2012 District Bid Announcements

-None at this time

2012 Eighth Note Announcements

-None at this time

Announcements

Room Changes for Saturday

Explanation of SED Convention App for Android

The Presidents ask us to be professional at all times, and that we should be at committee and workshops meetings at all times

JOINT SESSION RECESSED at 8:03pm

Saturday, March 31, 2012

OPENING SEPERATE SESSION

CALL TO ORDER at 8:28am by Rachel Kerley, President

Introduction of National Guests

National Vice President for Communication and Recognition, Jonathan Markowski
Tau Beta Sigma Alumni Association Executive Committee, Sue Carr
Past National Vice President of Special Projects 2009-2011, Dr. Kathryn Kelly
Past Southwest District President for 2003-2004 and 2004-2005, Chris Foster
Past Southeast District President for 2009-2010 and 2010-2011, Stephen Burt
Alumni Member of the Alpha Omega Chapter at Florida State University, MiChel Causey

Introduction of District Officers

Vice President of Membership, Kevin Brenner, Eta Phi, Vanderbilt University
Vice President of Special Projects, René Mark, Beta Xi, University of Florida
Secretary, Ashlynn Wittchow, Epsilon Alpha, University of South Carolina
Treasurer, Jonathan Arton Beta Xi Chapter at the University of Florida
Parliamentarian, Lee Commander, Alpha Omega, Florida State University
Historian, Sal Parillo Zeta Psi, University of Central Florida
District Counselor, Reneé Cartee, Zeta Psi, University of Central Florida
District Counselor, Crystal Wright, Theta Iota, Alabama A & M University
President, Rachel Kerley, Epsilon Alpha, University of South Carolina

Roll Call

Absent Chapters:

Beta Tau (Proxy: Epsilon Alpha)
Gamma Eta (Proxy: Gamma Epsilon)
Zeta Beta (Proxy: Epsilon Xi)
Zeta Iota (Proxy: Eta Xi)
Eta Omicron (Proxy: Epsilon Alpha)
Theta Chi (Proxy: Eta Lambda)
Iota Nu (Proxy: Eta Lambda)
Iota Sigma (Proxy: Theta Iota)

Late Chapters:

Delta Theta
Theta Upsilon
Iota Mu
Iota Omicron
Iota Rho

Chapters Sat:

Alpha Omega
Beta Xi
Gamma Epsilon
Epsilon Alpha
Epsilon Lambda
Epsilon Xi
Epsilon Chi
Epsilon Theta
Zeta Kappa
Zeta Tau
Zeta Psi
Eta Beta
Eta Lambda
Eta Xi
Eta Phi
Theta Gamma
Theta Iota
Theta Lambda
Theta Nu
Theta Rho
Theta Chi
Iota Gamma
Iota Delta
Iota Zeta
Iota Lambda
Iota Xi

Motion to accept Robert's Rules of Order:

Motion: Delta Theta
Second: Theta Lambda
Motion Passes

Motion to dispense of the reading of the 2011 Convention Minutes:

Motion: Iota Omicron
Second: Theta Nu
Motion Passes

Introduction of Chairs and Advisors:

History and Sisterhood

Chair: Christina Walker, Iota Zeta
Advisors: Sal Parillo and Stephen Burt

Membership

Chair: Jasmine Taylor, Epsilon Lambda
Advisor: Kevin Brenner

Programs and Music Support

Chair: Jessica Pratt, Eta Beta

Advisor: Rene Mark

Jurisdiction

Chair: Carolyn Mercer, Beta Xi

Advisors: Lee Commander and MiChel Causey

Ways and Means

Chair: Kameesha Jones, Theta Rho

Advisor: Jonathan Arton

Joint District Action

Chair: Jackie Higgins, Iota Xi

Advisor: Crystal Wright

Nominations

Chair: Dennis Quinlan, Epsilon Theta

Advisor: Renee Cartee

Committee Assignments:

History and Sisterhood:

Iota Zeta-Chair

Alpha Omega

Zeta Iota

Eta Lambda

Iota Delta

Theta Upsilon

Membership:

Epsilon Lambda - Chair

Iota Gamma

Gamma Epsilon

Theta Lambda

Zeta Kappa

Theta Chi

Music Support:

Eta Beta - Chair

Iota Lambda

Beta Tau

Delta Theta

Eta Omicron

Jurisdiction:

Beta Xi-Chair
Iota Omicron
Epsilon Chi
Zeta Tau
Iota Rho
Theta Zeta

Ways and Means:

Theta Rho-Chair
Epsilon Xi
Iota Mu
Theta Nu
Gamma Eta

Joint District Action:

Iota Xi-Chair
Eta Phi
Theta Gamma
Zeta Psi
Iota Sigma
Zeta Beta

Nominations:

Epsilon Theta-Chair
Epsilon Alpha
Eta Xi
Theta Iota
Iota Nu

Candidacy Announcements

Rebecca Snead (Beta Xi)- Vice President of Membership
La'Tisha Price (Theta Zeta)- Vice President of Membership
Tatiana Parker (Epsilon Xi)- President
Lee Commander (Alpha Omega)- President
Kevin Brenner (Eta Phi)- Vice President of Membership
Belinda Baker (Theta Lambda)- Vice President of Special Projects
Samantha Castagna (Gamma Epsilon)- Vice President of Special Projects

Announcements

René Mark: Service Database Challenge

Rachel Kerley: First Committee and Workshop Session is now 9:10-10:00am

Next set is 10:05-10:50am

Joint Actions Committee your schedule is dependent upon Kappa Kappa Psi's

SEPARATE SESSION RECESSED until 11:00am

SECOND SEPERATE SESSION

CALL TO ORDER at 11:10am by Rachel Kerley, President

Reseating of Delegates

Roll Call

Absent Chapters:

Beta Xi

Epsilon Theta

Zeta Psi

Eta Lambda

Iota Gamma

Iota Lambda

Iota Sigma

Women in Music Speaker

Jonathan Markowski introduces Robin Wilkes

Announcements

Rachel: Changes in the Schedule/Locations

Rene: Workshop changed to "Planning Successful Sorority Events"

Card making for Wava is located in the marketplace. Markers, construction paper, glue, and other craft supplies are available

Raffle- Money goes to Page Private School. Winner gets gift certificate to One Greek Store

Rachel: Reminder that there are other workshops going on in Classroom Building 1.

Recognize Sue Carr.

Reconvening at 5:45 pm and at that point candidates will give platforms.

SEPARATE SESSION RECESSED until 5:45pm

THIRD SEPERATE SESSION

CALL TO ORDER at 5:45pm by Rachel Kerley, President

Roll Call

Absent Chapters:

Zeta Iota

Theta Gamma

Recognition of Honoraries

Dr. Kathryn Kelly recognized by Crystal Wright, SED Counselor
Stephen Burt recognized by Rachel Kerley, SED President

Distinguished Service Award from National Council

Presented by Jonathan Markowski
Dr. Kathryn Kelly

Committee Reports

Committee on Membership- Jasmine Taylor (report attached)
Motion to approve the report of the Committee on Membership
Motion: Delta Theta
Second: Eta Xi
Motion Passes

Committee on History and Sisterhood- Chrissy Walker (report attached)
Motion to approve the report of the Committee on History and Sisterhood
Motion: Eta Beta
Second: Theta Lambda
Motion Passes

Committee on Music Support and Programs- Jessica Pratt (report attached)
Motion to approve the report of the Committee on Music Support and Programs
Motion: Iota Zeta
Second: Epsilon Xi
Motion Passes

Nominations Committee

Chair: Dennis Quinlan

Treasurer

Meet the Candidate

Salvatore Parillo

Question and Answer

Secretary

Meet the Candidate

None

Vice President of Special Projects

Meet the Candidates

Belinda Baker

Samantha Castagna

Question and Answer

Vice President of Membership

Meet the Candidates

Kevin Brenner

La'Tisha Price

Rebecca Snead

Question and Answer

Motion to extend the question and answer time by 2 minutes.

Motion: Epsilon Alpha

Second: Epsilon Xi

Motion passes.

Motion to extend the question and answer time by 2 minutes.

Motion: Theta Lambda

Second: Zeta Beta

Beta Xi amended to 5 minutes.

Amendment passes.

Motion now stands at 5 minutes.

Motion passes.

Announcements from Nationals

Jonathan:

The National Council has been continuously working on our strategic planning goals

Revised the sorority's mission and vision statements

Council connection blog and Podium can be found online: kkytbs.org/podium.html and tbsnvpcer.blogspot.com

2013 National Convention in Springfield, MA, promises to be amazing

National Collegiate Band Audition Information

Recording of two contrasting submissions 5-10 minutes total

Deadline TBA

Housing Sunday-Tuesday Included

Composer: John Mackey

Conductor: Anthony Maiello

Springfield Symphony Hall

Want to be a top chapter?

Make sure all forms and dues are submitted on time!

98% of chapters submitted Fall Activity Reports and Dues on time in 2011.

Consider submitting to the Podium and your District Publication

Initiate Dues/Fees

Chapters cannot require initiates to pay more than the \$95 National Initiate Fee
Items required by the chapter for candidates to complete the membership education program need to be purchased by the chapter

Win-Win Membership Drive

Eta Phi chapter recipient

Scouting for Music

2012 is the Girl Scout's 100th anniversary
kevin+scouting@tbsigma.org

Women Band Director's International

Partnership for the mentorship program
kevin+mentor@tbsigma.org

History and Archives Committee

Chapter 1 of the Complete History of Tau Beta Sigma 1939-1947
Order forms available on the Tau Beta Sigma website. Costs will be \$10.00 and all profits will go towards the National Archives.
Interviewing all Past National Presidents
Finalizing the roles of the National Historian and History and Archives Committee
National Work Weekend for Project Archives -- June 22-24, 2012

March 1st- new scholarship and award deadlines

Announcements:

Rachel:

Tomorrow morning will be elections and final committee reports. Please be on time and ready to vote on these events. Please be mindful of your actions tonight as you are expected to be ready to work tomorrow morning.

If you will not be present for tomorrow's sessions, you need to see Ashlynn Wittchow immediately following this session in order to turn in your placard.

Starting promptly at 8:45 P.M. tonight, we will be starting ritual in the Visual Arts Building Auditorium. Please wear pin attire or your chapter's typical ritual attire. Reminder that this is for Active, Conditional, Alumni, or Honorary members only and Candidates will NOT under any circumstances be allowed into the room.

Motion to Adjourn Separate Session until 8:00am tomorrow

Motion: Beta Xi

Second: Iota Sigma

Motion Passes

Sunday April 1, 2012

CLOSING SEPERATE SESSION

CALL TO ORDER at 8:22am by Rachel Kerley, President

Roll Call

Absent Chapters:

Zeta Iota

Zeta Kappa

Theta Gamma

Announcements:

Rachel:

At this time, if all chapters submitting a page to the SED Scrapbook be sure to have their submission in to Rene Mark, SED Vice President of Special Projects. This is the last call for those submissions.

Committee Reports:

Committee on Jurisdiction- Carolyn Mercer (report attached)

Motion to approve the report of the Committee on Jurisdiction

Motion: Beta Xi

Second: Eta Lambda

Motion Passes

Motion to correct all grammatical errors in the District Constitution

Motion: Beta Xi

Second: Epsilon Theta

Motion Passes

Motion to change Article 11, Section 9, Part H

Motion: Beta Xi

Second: Iota Rho

Motion Passes

Motion to Renumber Article II, Section 11, Part D and Article II, Section 11, Part E

Motion: Beta Xi

Second: Epsilon Chi

Motion to caucus for three minutes

Motion: Delta Theta

Second: Theta Lambda

Motion to caucus passes

Motion to amend “collect pictures and scrapbook pages”

Motion: Delta Theta

Second: Theta Lambda

Motion to amend passes

Motion to amend “but scrapbook pages due at Convention.”

Motion: Alpha Omega

Second: Gamma Eta

Motion to amend passes

Motion Passes

Motion to strike Article II, Section 11, Part F

Motion: Beta Xi

Second: Iota Xi

Motion Passes

Motion to add Article 11, Section 11, Part E

Motion: Beta Xi

Second: Epsilon Alpha

Motion Passes

Motion to renumber Article II, Section 11, Part G

Motion: Beta Xi

Second: Theta Zeta

Motion Passes

Motion to accept the District Operations Manual as an Official Document of the Southeast District of Tau Beta Sigma

Motion: Beta Xi

Second: Iota Omicron

Motion Passes

Motion to change Article 1, Section 1

Motion: Beta Xi

Second: Eta Xi

Motion Passes

Motion to change Article 1, Section 4

Motion: Beta Xi

Second: Eta Zeta

Motion Passes

Motion to remove all extraneous information pertaining to the District Operations Handbook from the constitution and renumber

Motion: Beta Xi

Second: Theta Lambda

Motion Passes

Committee on Ways and Means- Kameesha Jones (report attached)

Motion to accept the 2012-2013 SED Budget

Motion: Theta Rho

Second: Epsilon Xi

Motion to change amount budgeted for District Officer Leadership Conference
from \$100 to \$250

Motion: Epsilon Alpha

Second: Epsilon Chi

Motion to amend passes

Motion Passes

Motion to approve the report of the Committee on Ways and Means

Motion: Eta Phi

Second: Zeta Psi

Motion Passes

Committee on Nominations- Dennis Quinlan (report attached)

President

Meet the Candidates

Lee Commander

Tatiana Parker

Question and Answer

Motion to approve the report of the Committee on Nominations

Motion: Eta Xi

Second: Delta Zeta

Slate:

Lee Commander – President

La'Tisha Price – Vice President of Membership

Belinda Baker – Vice President of Special Projects

Kevin Brenner – Secretary

Salvatore Parillo – Treasurer

Motion to approve the slate as presented by the Nominations Committee

Motion: Theta Lambda

Second: Iota Nu

Motion to amend to voting by acclimation

Motion: Alpha Omega

Second: Eta Phi

Motion to amend passes

Motion for a two minute caucus

Motion: Iota Xi

Second: Theta Zeta

Motion for caucus passes

Motion on the Slate Fails

Floor Opened for Nominations for President

Lee Commander
Kevin Brenner by Beta Xi
Tatiana Parker by Eta Xi
Floor is Closed for Nominations

Motion to allow Kevin Brenner two minutes to speak.

Motion: Beta Xi
Second: Gamma Epsilon
Motion passes.

Motion to caucus for two minutes

Motion: Beta Xi
Second: Iota Lambda
Motion passes.

Motion to have a two minute question and answer session with Kevin

Motion: Beta Xi
Second: Iota Delta
Motion fails

Vote by secret ballot

2012-2013 SED President: Lee Commander

Floor Opened for Nominations for Vice President of Membership

La'Tisha Price
Kevin Brenner by Gamma Eta
Rebecca Snead by Beta Xi
Tatiana Parker by Zeta Beta
Floor is Closed for Nominations

Motion to caucus for two minutes

Motion: Delta Theta
Second: Epsilon Alpha
Motion Passes

Vote by secret ballot

No majority. Individual with the lowest number of votes is removed. (Tatiana Parker)

Vote by secret ballot

No majority. Individual with the lowest number of votes is removed. (Rebecca Snead)

Motion to caucus for two minutes

Motion: Theta Lambda

Second: Zeta Lambda

Motion Fails

Vote by secret ballot

2012-2013 SED Vice President of Membership: Kevin Brenner

Floor Opened for Nominations for Vice President of Special Projects

Belinda Baker

La'Tisha Price by Gamma Iota

Samantha Castagna by Gamma Epsilon

Tatiana Parker by Epsilon Xi

Floor is Closed for Nominations

Motion to caucus for two minutes

Motion: Iota Rho

Second: Iota Sigma

Motion Passes

Vote by secret ballot

2012-2013 SED Vice President of Special Projects: Belinda Baker

Floor Opened for Nominations for Secretary

Rebecca Snead by Theta Lambda

Floor is Closed for Nominations

Motion to elect Rebecca Snead by acclamation

Motion: Theta Lambda

Second: Epsilon Lambda

Motion to caucus for two minutes

Motion: Epsilon Alpha

Second: Epsilon Xi

Motion to caucus fails

Motion to Elect Passes

2012-2013 SED Secretary: Rebecca Snead

Floor Opened for Nominations for Treasurer

Salvatore Parillo
Floor is Closed for Nominations

Motion to elect Salvatore Parillo by acclamation
Motion: Epsilon Theta
Second: Iota Omicron
Motion Fails
Vote by secret ballot

2012-2013 SED Treasurer: Salvatore Parillo

Officer Reports

SED Secretary Ashlynn Wittchow (report attached)

Motion to approve the report of the 2011-2012 SED Secretary
Motion: Epsilon Alpha
Second: Theta Rho
Motion Passes

SED Treasurer Jonathan Arton (report attached)

Motion to approve the report of the 2011-2012 SED Treasurer
Motion: Theta Nu
Second: Iota Sigma
Motion Passes

SED Vice President of Special Projects René Mark (report attached)

Motion to approve the report of the 2011-2012 SED Vice President of Special
Projects
Motion: Beta Xi
Second: Theta Nu
Motion Passes

SED Vice President of Membership Kevin Brenner (report attached)

Motion to approve the report of the 2011-2012 SED Vice President of
Membership
Motion: Eta Phi
Second: Beta Xi
Motion Passes

SED President Rachel Kerley (report attached)

Motion to approve the report of the 2011-2012 SED President
Motion: Epsilon Alpha
Second: Theta Nu
Motion Passes

Announcements

Epsilon Xi: Step for Life April 21st

Zeta Psi: Florida Day June 1st at the University of Central Florida

Theta Rho: Selling Raffle tickets for a \$500 gas gift card to help band get to Macy's Parade

Rachel: Counselor Survey after convention

Sur Carr: Alumni Goodie Bag

Jonathan: 50/50 Raffle Winner

Oath of Office was administered by Rachel Kerley for the newly elected officers

2012-2013 SED Council

President: Lee Commander

Vice President of Membership: Kevin Brenner

Vice President of Special Projects: Belinda Baker

Secretary: Rebecca Snead

Treasurer: Salvatore Parillo

Motion to Adjourn Separate Session

Motion: Iota Sigma

Second: Iota Mu

Motion Passes

SEPARATE SESSION ADJOURNED at 11:00am

CLOSING JOINT SESSION

Call to order at 11:25am by the Tau Beta Sigma District President Rachel Kerley and Kappa Kappa Psi District President Cedrick Boyd.

Roll Call

Absent Chapters:

Theta Upsilon

Joint Action Committee Report

2013 Convention Site

Slate: Gamma Nu and Alpha Omega, Florida State University

KKY (Boyd) Entertains a motion to approve the slate

TBS Iota Delta Moves

KKY Mu Omega Seconds

KKY Pass

TBS Pass

KKY Motion to reconsider

Motion: Eta Sigma (KKY)

Second: Iota Omicron (TBS)

KKY Pass
TBS Pass

Five Minute Question and Answer Session

Voting to approve FSU for 2013 Convention
KKY Pass
TBS Pass
Motion Passes

Motion to approve the report of the Joint Action Committee
KKY Pass
TBS Pass

Eighth Note

No bids. Issue goes to Joint Executive Councils.

Announcement of the New Councils

KKY (Boyd):

President Ema Ashley, Eta Sigma, University of Central Florida
Vice President Richard Martin, Pi, Auburn University
Secretary/Treasurer Kevin Diana, Alpha Eta, University of Florida
Member-at-Large Tyrone Tarplin, Lambda Omicron, Valdosta State University

TBS (Kerley):

President: Lee Commander
Vice President of Membership: Kevin Brenner
Vice President of Special Projects: Belinda Baker
Secretary: Rebecca Snead
Treasurer: Salvatore Parillo

Announcements

KKY Motion to Adjourn 2012 SED Convention

TBS Second
KKY Pass
TBS Pass

JOINT SESSION ADJOURNED at 12:30pm



TAU BETA SIGMA



2012 SOUTHEAST DISTRICT CONVENTION

Committee on Joint Actions Report

Committee Chair:

Jacqueline Higgins - Iota Xi

Committee Advisor:

Crystal Wright, Theta Iota, Alabama A&M University

Charges to Committee

1. Review the report from the 2011 Joint Actions Committee
2. Interview all Convention host bidders and present a slate to the joint delegation at the closing Joint Session
3. Analyze the bid document
4. Discuss ways to improve SED Convention
5. Provide recommendations to the District Council on ways to improve DLC
6. Discuss specific ways to make DLC more joint
7. Interview all Eighth Note Bidders and present a slate to the joint delegation at the closing joint session
8. Discuss the relevance of the 8th note and ways to improve its overall success
9. Review, edit and publish guidelines created this year
10. Evaluate the reading band as implemented in 2012
11. Add guidelines for SED Convention bid involving a host's plans for alternate locations.

Implementation of Charges

1. We reviewed the report from the 2011 Joint Actions Committee
2. There was one bid to host the 2013 SED Convention
 - a. The chapters of Gamma Nu and Alpha Omega from Florida State University submitted a bid.
3. We analyzed the bid and came up with a few questions during discussion.
 - a. During the interview with presenters from both chapters, we addressed the following concerns:
 - i. Banquet: location, date and capacity
 - ii. Calculation of travel times
 - iii. Logistics of registration at the off-campus host hotel
 - iv. Ability to book all allotted rooms
 - v. Contingency plan for possible technological problems
 - vi. A more user-friendly map

- vii. Communication with the District Council throughout the planning process
 - viii. The 2nd back-up date is Easter weekend.
 - b. After the interview and further discussion, we voted to slate them. It was evident that they took the bid process seriously and are well-prepared to handle hosting such an event. They answered our questions with ease and seemed like they were able to accommodate for the possible issues that we raised. The rooms and banquet halls on campus are plenty spacious. Both chapters have hosted district-wide events in the past, and their professionalism then also assured us that they have the experience to host such a large convention. Overall, we feel that they had a strong enough bid to compensate for a less than central location.
 - c. A question that arose after the interview and was inevitably unanswered, dealt with the purpose of the “VIP Budget”.
4. Possible improvements for SED Convention:
- a. We agreed that one of the best ways to improve SED Conventions is to have more KKPsi and TBS interaction time. Another suggestion was to have either a central SED Convention location; but if that can’t be met, a central DLC location would be ideal for that year.
5. Possible improvements for DLC and how to make more joint:
- a. Having joint sessions and workshops with speakers that have presentations that are relevant to both organizations.
 - b. Continue the trend of having many workshops to choose from.
 - c. Look into the possibility of having the host chapters provide a joint lunch.
 - d. Having a social the night before.
6. There were no bids to host the 2013 Eighth Note.
- a. Per the Kappa Kappa Psi SED Constitution Section 8.03 *“In the absence of any bids, the Joint District Executive Council will select a chapter(s) to publish the Eighth Note, or may elect not to have the Eighth Note for that year”*.
 - b. Because no bids were submitted, the new deadline will be May 1, 2012.
7. We discussed the relevance and success of the Eighth Note
- a. It has become a trend for no bids to be presented at District Convention.
 - b. We think that chapters would be more likely to participate, if:
 - i. They were more aware of what exactly the Eighth Note is.
 - ii. There was more of an incentive to submit bids and writing articles
 - iii. More information was sent out to all of the chapters
 - c. Our solutions:
 - i. Having a specific theme with relevant topics to help guide people in their article writing.
 - ii. Having a blog/website format in addition to the print form.
 - iii. Possible implementation of awards for participation.
 - d. Recommend deadline for bid submission by the Friday of Convention.
8. Evaluate the reading band:
- a. It was a big success this year and we believe it is worth continuing.
 - b. A bigger space is needed to accommodate the increasing number of interested brothers and sisters.
 - c. Look into having larger instruments provided by the host and surrounding chapters

- d. Additionally, the auxiliary clinic has been just as successful. But the relevant concerns are having sound equipment provided.
9. Guidelines for SED Convention bid and plans for alternate locations
 - a. Addition was made to the District Bid.

Charges to the 2013 Committee on Joint Actions

1. Review the report from the 2012 Joint Action Committee
2. Analyze the bid document.
3. Interview all Convention host bidders and present a slate to the joint delegation at the closing Joint Session.
4. Discuss ways to improve SED Convention.
5. Provide recommendations to the District Council on ways to improve DLC
6. Discuss specifically ways to make DLC more joint.
7. Interview all *Eighth Note* bidders and present a slate to the joint delegation at the closing Joint Session.
8. Discuss the relevance of the *Eighth Note* and ways to improve its overall success
9. Discuss possible creative incentives for submitting articles to the *Eighth Note*.
10. Evaluate the reading band and auxiliary clinic as implemented in 2013.

Charges to the 2013 Committee on Jurisdictions

1. Establish a line of communication between host chapters and District Council

Respectfully Submitted,

Chair: Jacki Higgins, Iota Xi

Advisor: Crystal Wright, Theta Iota, SED Counselor

Committee Members:

Eta Phi
Zeta Beta
Zeta Psi
Iota Sigma
Iota Xi
Iota Delta
Theta Upsilon



TAU BETA SIGMA

2012 SOUTHEAST DISTRICT CONVENTION



Committee on Jurisdiction Report

Committee Chair:
Carolyn Mercer - Beta Xi
Committee Advisor:
Lee Commander, SED Parliamentarian
MiChel Causey

Charges to Committee

1. Review the report from the 2011 Committee on Jurisdiction.
2. Evaluate the progress and feasibility of the changes made to the Historian and Treasurer Positions.
3. Review existing sections of the District Operations Handbook, and assess the need for additional sections
4. Make sure all committees line up with District Operations.
5. Review and update the Southeast District Constitution as needed.
6. Charge the Parliamentarian with the creation of the District Operations Handbook
7. Review and Change Article VI, Number 1, Letter C from “The chapter(s) responsible for publishing The Eighth Note shall determine the deadlines for the submission of articles and the distribution dates.” to make it consistent with Kappa Kappa Psi’s submission dates
 - o Dates being November 15th and March 15th

Implementation of Charges

1. Reviewed the report form 2011 Jurisdiction Committee
2. Reviewed the changes made to the Historian and Treasurer positions in 2011
 - o Historian – keep as is (changes were presented later)
 - o Treasurer – Discuss changing Article II, Section 9, Part H:
 - h. Contact each Active chapter at least once per semester to discuss financial standing.
 - Add dates as deadlines for this communication to occur, November 1st and March 15th

- “h. Contact each Active chapter at least once per semester to discuss financial standing. The deadlines for these contacts will be November 1st in the Fall semester and March 15th in the Spring semester.”
- 3. Reviewed Article VI, Section 1, Part C:

“The deadline for submission of articles shall be October 15 for the Fall issue and February 15 for the Spring issue.”

 - Decided section was consistent with the submission deadlines for Kappa Kappa Psi’s to our knowledge.
- 4. Received proposal from Committee on History and Sisterhood to change definition of the Historian position. Decided to follow all recommendations of Committee on History and Sisterhood:
 - Renumber Article II, Section 11, Part D and Article II, Section 11, Part E:
 - d. Create and maintain a new volume of the District Scrapbook
 - e. Collect pictures from each chapter throughout the year within the Southeast District.
 - i. Solicit photograph submissions from the chapters in the Southeast District at least twice per semester.
 - ii. All pictures must be submitted six weeks prior to the Convention date.
 - Change to read as:
 - d. Create and maintain a new volume of the District Scrapbook
 - i. Collect pictures from each chapter throughout the year within the Southeast District.
 - ii. Solicit photograph submissions from the chapters in the Southeast District at least twice per semester.
 - iii. All pictures must be submitted six weeks prior to the Convention date.
- 5. Strike Article II, Section 11, Part F:
 - f. Send the application for hosting the scrapbook to the Chapters no later than six weeks prior to District Convention.
- 6. Add new Article II, Section 11, Part E:
 - g. Coordinate the chapter scrapbook competition at each SED Convention.
 - i. Submit all notifications to the district by 6 week prior to SED.
- 7. Renumber Article II, Section 11, Part G:
 - g. Work with the Webmaster to update and maintain the historical information available on the website.
 - f. Work with the Webmaster to update and maintain the historical information available on the website.

8. Discussed the use of District Operations Manual, and decided to accept the District Operations Manual as an official document for use in separate sessions.
9. Decided to change Article I, Section 1:

“This Constitution is duly adopted by the various Chapters of the Southeast District of Tau Beta Sigma. It establishes and prescribes the authorized functions ~~and operations~~ of the Southeast District in accordance with the National Constitution of Tau Beta Sigma. The District Operations Manual will be a secondary document which shall provide chapters with information on the operations of the District.”

 - The strike-through will not appear in the Constitution; solely used to show what was changed
10. Decided to change Article I, Section 4:

“Amendments to this Constitution and/or the District Operations Manual must be referred to the Committee on Jurisdiction at the same District Convention during which their vote takes place.”
11. Review District Operations Manual created by MiChel Causey and Lee Commander, which is compiled from the District Constitution – every requirement and date is the same as that in current District Constitution
12. Discussed changes in District Operations Manual from District Constitution
 - With the exception of changes relating to the position of Historian, any differences are grammatical or organizational and do not need to be brought to the attention of the delegation. An award for the District Scrapbook competition was added.

Amendments to the Constitution from the Committee on Jurisdiction

1. Move to correct all grammatical errors in the District Constitution
2. Change Article II, Section 9, Part H:
 - h. Contact each Active chapter at least once per semester to discuss financial standing.
 - Define deadlines this contact must occur by as November 1st and March 15th
 - “h. Contact each Active chapter at least once per semester to discuss financial standing. The deadlines for these contacts will be November 1st in the Fall semester, and March 15th in the Spring semester.”
3. Renumber Article II, Section 11, Part D and Article II, Section 11, Part E:
 - d. Create and maintain a new volume of the District Scrapbook
 - e. Collect pictures from each chapter throughout the year within the Southeast District.
 - i. Solicit photograph submissions from the chapters in the Southeast District at least twice per semester.
 - ii. All pictures must be submitted six weeks prior to the Convention date.
 - “d. Create and maintain a new volume of the District Scrapbook

- i. Collect pictures and scrapbook pages from each chapter throughout the year within the Southeast District.
 - ii. Solicit photograph and scrapbook page submissions from the chapters in the Southeast District at least twice per semester.
 - iii. All pictures must be submitted six weeks prior to the Convention date, but scrapbook pages are due at Convention.”
- 4. Strike Article II, Section 11, Part F:
 - o “f. Send the application for hosting the scrapbook to the Chapters no later than six weeks prior to District Convention.”
- 5. Add new Article II, Section 11, Part E:
 - o “e. Coordinate the chapter scrapbook competition at each SED Convention.”
 - i. Submit all notifications to the district by 6 week prior to SED.
- 6. Renumber Article II, Section 11, Part G:
 - g. Work with the Webmaster to update and maintain the historical information available on the website.
 - o “f. Work with the Webmaster to update and maintain the historical information available on the website.”
- 7. Move to accept the District Operations Manual as an official document of the Southeast District of Tau Beta Sigma
- 8. Move to Change Article I, Section 1:

This Constitution is duly adopted by the various Chapters of the Southeast District of Tau Beta Sigma. It establishes and prescribes the authorized functions and operations of the Southeast District in accordance with the National Constitution of Tau Beta Sigma.

 - o “This Constitution is duly adopted by the various Chapters of the Southeast District of Tau Beta Sigma. It establishes and prescribes the authorized functions of the Southeast District in accordance with the National Constitution of Tau Beta Sigma. The District Operations Manual will be a secondary document which shall provide chapters with information on the operations of the District.”
- 9. Move to change Article I, Section 4:

Amendments to this Constitution must be referred to the Committee on Jurisdiction at the same District Convention during which their vote takes place.

 - o “Amendments to this Constitution and/or the District Operations Manual must be referred to the Committee on Jurisdiction at the same District Convention during which their vote takes place.”
- 10. I move to remove all extraneous information pertaining to the District Operations Handbook from the constitution and renumber.

Charges to the 2013 Committee on Jurisdiction

1. Review the report from the 2012 Committee on Jurisdiction.
2. Make sure all committees line up with District Operations
3. Review and update the Southeast District Constitution
4. Review existing sections of the District Operations Handbook, and assess the need for additional sections
5. Review Article II, Section 1 about the position of Secretary and Treasurer

Charges to the 2012-2013 District Council

1. Charge VPSP to get in contact with webmaster to update Constitution and District Operations Manual on the SED website

Respectfully Submitted,

Chair: Carolyn Mercer, Beta Xi

Advisors: Lee Commander, Alpha Omega, Southeast District Parliamentarian

MiChel Causey, Alpha Omega

Committee Members:

Iota Omicron

Epsilon Chi – Absent Afternoon session

Zeta Tau

Iota Rho

Theta Zeta

In Attendance:

Alpha Omega

Zeta Psi

Eta Xi

Theta Lambda

Theta Upsilon

Iota Gamma



TAU BETA SIGMA



2012 SOUTHEAST DISTRICT CONVENTION

Committee on Membership Report

Committee Chair:

Jasmine Taylor, Epsilon Lambda, North Carolina Central University

Committee Advisor:

Kevin Brenner, Eta Phi, SED VP of Membership

Charges to Committee

1. Review the 2011 Committee on Membership Report
2. If new methods for colony outreach are in place, to evaluate their effectiveness and discuss additional methods of reaching out to colonies.
3. To assess the effectiveness of the interactive membership database and to discuss new ways to improve continued growth of the database and chapter participation.
4. Continue to discuss effective membership activities.
5. Continue to discuss effective methods of continuing education.
6. If applicable, create charges for 2012-2013 SED District Officers/Council/Committee on Membership

Implementation of Charges

1. We read the minutes from the 2010-2011 Membership committee report (charge #1). We then read over the remaining charges for the 2011-2012 Membership committee
2. Discussed creating a membership database (containing MEPs), and ways to assist the VPM in creating one.
3. and 4. MEPs
 - Could we include a template for an MEP in the end of the year summary? (chapter summary report) Yes.
 - Can the VPM create an example MEP? Yes.
 - Why do we only have half of the district turning in MEPs each year? We discussed confusion, lazy, etc.
 - Ideas for more Membership education/quiz ideas/study tips
 - Jeopardy game (split half of chapter and half of MC class)

- Act out the 8 & 5
5. Continuing Education

- Beginning of every chapter
- Education committee
- Continuing education questions for treats or candy (peer pressure)
- Fit your continuing education programs to your situational activity
- Continuing education ideas: proper jewelry usage, ritual, etc.
- Jurisdiction continuing education, info you don't know about Rob's Rules, etc.

Charges to the 2012-2013 SED Vice President of Membership

1. Review the 2012 Committee on Membership Report.
2. Create a suggested template for an acceptable MEP. Using that template, create an example.
 - a. Publish this template in every way possible to all chapters in Southeast District.
 - b. Communicate deadline for MEP draft submission at two months prior to the date.
3. Create a networking program for chapters to help those who are struggling with drafting an MEP or submitting an MEP.
4. Discuss with council the possibility for a soft deadline for submitting MEP.
5. Create a membership database that can be accessed by chapters in the Southeast District.

Charges to the 2013 Committee on Membership

1. Review the 2012 Committee on Membership Report.
2. Review effectiveness of new membership database, if possible. If not available, discuss why not and suggestions for availability.
 - a. Point out what was effective (ex. Activities, etc.)
3. Review MEP template established by VPM and evaluate its effectiveness.
4. Evaluate any work that the VPM has done on an official district-wide continuing education program.
5. Create charges for the 2013-2014 SED District Officers/Council/Committee on Membership.

Respectfully Submitted,

Chair: Jasmine Taylor, Epsilon Lambda

Advisor: Kevin Brenner, Eta Phi, SED VP of Membership

Committee Members:

Gamma Epsilon
Theta Lambda
Zeta Kappa
Theta Chi
Iota Gamma

In Attendance:

Alpha Omega

Beta Xi

Epsilon Theta

Zeta Psi

Eta Xi

Theta Zeta

Theta Iota

Theta Upsilon

Iota Rho



TAU BETA SIGMA



2012 SOUTHEAST DISTRICT CONVENTION

Committee on Programs and Music Support Report

Committee Chair:

Jessica Pratt - Eta Beta

Committee Advisor:

Rene Mark, Beta Xi, SED Vice President of Special Projects

Charges to Committee

1. Review the Music Support Report from the 2011 SED Convention.
2. Reevaluate the effectiveness of the SED website, will the layout still be effective this time next year?
3. Reevaluate the success of the Young Composers Competition with the addition of the ad hoc committee. If applicant numbers did not rise significantly, the 2011 SED Committee on Programs and Music Support highly suggests dropping the program.
4. Reevaluate the success of the 2011 SED Convention Service Project, and discuss further ideas to spread our service wider.
5. Discuss the effectiveness of the scrapbook, and if need be, evaluate its purpose and need
6. If applicable, create charges for the 2012-2013 Vice President of Special Projects
7. If applicable, create charges for the 2013 Committee on Programs and Music Support

Implementation of Charges

1. We reviewed the Report from the 2011 SED convention.
2. We discussed and reviewed the efficiency of the Website. We discussed the following:
Making the database easier to navigate ex. Providing a link for SED registration on the SED website, making a separate tab for submissions of photos, Charge the Webmaster with ensuring that the website is updated monthly basis.
3. The Committee reevaluated the success of the Young Composers' Competition and agreed that the program should be dropped due to insufficient funding, lack of interest and lack of chapter support. The committee considered different projects or competitions (i.e. Concerto competitions) as alternatives. The committee suggests the 2013 on music support to re-evaluate the implementation of the Young Composers competition and the

possibility of accepting a wider range of compositions (ex. Marching band, small ensemble ect.)

4. We discussed the effectiveness of the service project and were satisfied with its results. The committee recommends having an on-site service project for the local community at DLC (ex. Instrument petting zoo) as well as district convention time permitting.
5. The committee discussed the effectiveness of the district scrapbook. The committee recommends the following: the process for submitting pages be streamlined and possibly go digital allowing more people to view it year-round, reinforcing the book, making pages easier to put in it, and establishing a format for chapters to follow when submitting to the scrapbook.

Charges to the 2013 Vice President of Special Projects

1. Charge the VPSP with creating an on-site service project for DLC.

Charges to the 2013 Historian

1. Charge the Historian with maintenance of the scrapbook (upkeep, new rings, ect.) and the research of an online scrapbook.
2. Charge the Historian with delivery of current scrapbook pages to the National Archive.

Charges to the 2013 Committee on Programs and Music Support

1. The Committee charges the 2013 Committee on music support with finding an alternative for the competition or finding new ways of supporting the YCC.

Respectfully Submitted,

Chair: Jessica Pratt, Eta Beta

Advisor: Rene Mark, Beta Xi, SED Vice President of Special Projects

Committee Members:

Beta Tau
Epsilon Phi
Iota Lambda
Eta Omicron
Delta Theta

In Attendance:

Alpha Omega
Gamma Epsilon
Epsilon Theta
Theta Zeta
Theta Lambda
Iota Rho



TAU BETA SIGMA



2012 SOUTHEAST DISTRICT CONVENTION

Committee on Nominations Report

Committee Chair:

Dennis Quinlan - Epsilon Theta

Committee Advisor:

Reneé Cartee, Southeastern District Counselor

During the committee meetings, we reviewed the report from the 2011 Nominations Committee. We then interviewed each candidate running for district offices using the following questions:

What other responsibilities will you have and how will district office fit into your overall schedule?

If not elected for the position you are running for, would you be willing to serve in any other positions? Are there any specific positions?

Which of the eight and five do you feel personifies you the most, and how would you incorporate it into your office?

What do you feel you can offer to allow the position to grow? What do you feel is done well in this office and what would you like to continue?

What is your vision for the 2012-2013 council?

How would you transfer your passion for Tau Beta Sigma within your chapter to the district level?

Office-specific questions:

President: What will you bring to the position of district president to enhance the district overall?

VPM: How do you plan to communicate with colonies and chapters to actively recruit and retain members?

VPSP: If you had one program you would want to implement in the district what would it be?

Secretary: What is an example of an event or project that you had a role in organizing that demonstrates your organizational skills?

Treasurer: Have you ever created or implemented a budget?

After interviewing the candidates, we decided on the slate.

Charges to Committee

1. Review the nominations report from 2011 SED convention
2. Review 2.03-2.09 of our district constitution
3. Decided on/create questions to ask the candidates for office
4. Interview each candidate for district office
5. Slate a person for each office
6. If applicable, create charges for the 2013 nominations committee

Implementation of Charges

1. Reviewed the nominations report from 2011 SED convention
2. Reviewed 2.03-2.09 of our district constitution
3. Decided on the above questions
4. Interviewed the candidates
5. Slated a person for each office
6. Created the charges below for the 2013 Nominations Committee

Charges to the 2013 Committee on Nominations

1. Review the nominations report from the 2012 SED convention
2. Review 2.03-2.09 of our district constitution
3. Decide on/create questions to ask the Candidates for office
4. Interview the candidates running for district offices
5. Slate a person for each district office
6. If applicable, create charges for the 2014 Nominations Committee

Respectfully Submitted,

Chair: Dennis Quinlan, Epsilon Theta, Georgia Institute of Technology

Advisor: René Cartee, Zeta Psi, Southeastern District Counselor

Committee Members:

Epsilon Alpha
Eta Lambda (Proxy for Iota Nu)
Eta Xi
Theta Iota

Southeastern District Council 2012-2013 Slate

Lee Commander – President

La'Tisha Price – Vice President of Membership

Belinda Baker – Vice President of Special Projects

Kevin Brenner – Secretary

Salvatore Parillo – Treasurer

TAU BETA SIGMA

2011 SOUTHEAST DISTRICT CONVENTION

Committee on History and Sisterhood Report

Committee Chair:

Christina Walker, Iota Zeta

Committee Advisor:

Stephen Burt, Epsilon Alpha, Immediate Past SED President

Salvatore Parillo, Zeta Psi

Charges to Committee:

1. Review 2011 Committee on History and Sisterhood Report.
2. Review the obligations of the SED Historian position.
3. Collect SED History during the convention from various officers on the district and national levels.
4. If Possible, create charges for the 2012-2013 District Officers/Council
5. If Possible, create charges for the 2013 Committee on History and Sisterhood.

Implementation of Charges:

1. Reviewed the report of the 2011 Report on History and Sisterhood.
2. Reviewed the duties and obligations of the SED Historian with the following conclusions:
 - As outlined in the Southeast District constitution, the historian will document all SED events i.e. District Leadership Conference and Southeast District Convention.
 - Document chapter events by retrieving pictures twice each semester from each chapter.
 - Provide constant reminders to every chapter of upcoming deadlines in terms of Scrapbook Picture Submissions, Convention Scrapbook competition, and any other historian deadlines.
 - The committee discussed and approved changes to the SED Constitution in terms of the obligations of the SED Historian.
 - Submitted changes to the Committee on Jurisdiction.
 - Discussed the SED Chapter Scrapbook competition with the following conclusions:
 - Instead of chapters submitting a single page to the SED Scrapbook, the chapters will simply submit pictures for the SED Historian to compile into

an SED Scrapbook.

- Each year at SED convention, chapters will bring scrapbooks from their previous year to enter into the SED Chapter Scrapbook competition. Each entry will be judged by the SED Historian and SED Council. The best Scrapbook will be the recipient of the SED Best Scrapbook award for that year.

3. Collected SED history by splitting into groups directed by the chapter delegates appointed to our committee. Each group interviewed 2 to 3 dignitaries present at the SED Convention with the following questions:

-Chapter

-# of Years involved

-Instrument

-Current Location of Residence

-Occupation

-How do you feel TBS has contributed to your life.

-Why did you choose to join TBS.

-What were the most memorable moments from your involvement in Tau Beta Sigma?

-How has the SED Changed since your time of involvement?

-What were some major events that took place during your involvement in TBS?

Charges to the 2010 Committee on Nominations

1. Review 2012 Committee on History and Sisterhood Report.
2. Review the obligations of the SED Historian position based on the changes that were made by the 2012 SED Committee on History and Sisterhood.
3. Collect SED history during the convention from various officers, on the district and national levels, that were present at this year's SED convention.
4. Review the discussion on the quilting project from the 2011 Committee on History and Sisterhood Report.
5. If possible, create charges for the 2013-2014 District Officers/Council.
6. If Possible, create charges for the 2014 Committee on History and Sisterhood.

Respectfully Submitted,

Chair: Christina Walker, Iota Zeta

Advisor: Stephen Burt, Epsilon Alpha, 2009-2011 SED President

Committee Members:

Alpha Omega
Eta Lambda
Iota Delta
Theta Upsilon

In Attendance:

Alpha Omega
Beta Xi
Epsilon Theta
Epsilon Xi
Zeta Tau
Eta Lambda
Theta Zeta
Theta Upsilon
Iota Mu
Iota Rho



TAU BETA SIGMA



2012 SOUTHEAST DISTRICT CONVENTION

Committee on Ways and Means Report

Committee Chair:

Kameesha Jones, Theta Rho

Committee Advisor:

Jonathan Arton, Beta Xi, SED Treasurer

Charges to Committee

1. Review the 2011 SED Ways and Means committee report.
2. Reassess the accessibility of the rainy day fund.
 - a. Discuss the revisions made in previous years.
3. Review the role of treasurer and discuss possibilities for future requirements of the office.
 - a. Discuss the efficiency of the district treasurer contacting chapters.
4. Review entries for T-shirt Competition and Slate Winner.
5. Discuss the means of fundraising done by the 2011-2012 SED council and assess their performance and possible ideas for improvement.
 - a. Discuss other fundraising possibilities.
6. Look at the special projects fund and look for ways to increase donations.
7. Review the proposed 2012-2013 budget.
8. Make charges for the 2012-2013 District Treasurer.
9. Make Charges for the 2013 SED Ways and Means committee.

Implementation of Charges

1. Motion to accept report. All were in favor to accept.
2. Rainy Day Fund
 - How it works
 - How to get the word out
 - Physical and email copy of fund, once in fall and once in spring

 - Form of RDF
 - Treasurer Template for RDF (strongly recommended for chapters that don't have a working system)
3. Contacting Chapters
 - Used listserve and Facebook
 - Update Contact Info

4. Review entry for T-Shirt Competition
 - Shirt deadline can be chosen by delegation
5. Fundraising
 - Ideas presented
 - Ways to make donations bigger
 - Bigger ideas for district
6. Special Projects Fund
 - Incentives for community fundraisers
 - Check with the community service chair
 - District can match the donation of each chapter to help the project
7. District Funds
 - Spring Allocation= \$362.77
 - Fall Allocation= \$1,579.10
 - Account/ Interest/ Service= \$15.00
 - RDF Revenue Transfer (end of year)= \$200.00
 - District Income/ Fundraising= \$1,000.00
 - Special Projects Donations= \$250.00
 - Miscellaneous= \$400.00
 - Revenues Total= \$3,806.87
 - Expenses- New ideas to budget for the district
8. Committee accepted proposed budget to present to delegation

Charges to the 2012-2013 Treasurer

1. Create more district fundraisers and implement them.
2. Make budget template readily available for chapters to access and use.
3. Contact each chapter by mail once a semester and by phone once a year.
4. Create fund raising data base for the district using chapter input and analysis.
5. Call newest chapters and review progress.
6. Emphasis Rainy Day Fund and dues cap in semester mail outs and include fund requisition forms.
7. Evaluate the budgets of each chapter via e-mail.

Charges to the 2013 Committee on Ways and Means

1. Review the 2012 SED Ways and Means Committee Report.
2. Reassess the accessibility of the Rainy Day Fund.
3. Review the role of Treasurer and discuss future requirements of the office.
4. Discussing the efficiency of the District Treasurer contacting chapters.
5. Discuss the means of fundraising by the 2012-2013 SED Council and assess their performance and possible ideas for improvement.

6. Look at the special projects fund and find ways to increase donations.
7. Evaluate the district fundraising database and its effectiveness.
8. Review the proposed 2013-2014 budget.
9. Make charges for the 2013-2014 District Treasurer.
10. Make charges for the 2014 SED Ways and Means Committee.

Respectfully Submitted,

Chair: Kameesha Jones, Theta Rho

Advisor: Jonathan Arton, Beta Xi

Committee Members:

Eta Phi
Theta Gamma
Zeta Psi
Iota Sigma
Zeta Beta

In Attendance:

Alpha Omega
Beta Xi
Epsilon Theta
Zeta Psi
Eta Lambda
Theta Zeta
Theta Mu
Theta Nu
Iota Mu



TAU BETA SIGMA

2012 SOUTHEAST DISTRICT CONVENTION



Committee on Ways and Means Approved Budget

2012-2013 Southeast District Budget

<u>Acct #</u>	<u>Account Name</u>	<u>Budgeted</u>	<u>Actual</u>
<i>Revenues</i>			
0	Spring Allocation	\$ 362.77	
0	Fall Allocation	\$ 1,579.10	
0	Account Interest/ Service	\$ 15.00	
0	RDF Revenue Transfer (end-of-year)	\$ 200.00	
0	District Income/ Fundraising	\$ 1,000.00	
0	Special Projects Fund Donations	\$ 250.00	
0	Miscellaneous	\$ 400.00	
	Total	\$ 3,806.87	\$ -
<i>Expenses</i>			
110	President	\$ 500.00	
220	VPM	\$ 350.00	
330	VPSP	\$ 350.00	
440	Secretary	\$ 250.00	
550	Treasurer	\$ 250.00	
331	Scrapbook/Historian	\$ 100.00	
332	Special Projects Fund	\$ 250.00	
441	Copies and Postage	\$ 200.00	
551	Fundraisers	\$ 400.00	
552	Convention Awards	\$ 250.00	
660	District Convention (Council)	\$ 200.00	
771	District Officer Leadership Convention	\$ 250.00	
880	Miscellaneous	\$ 350.00	
	Total	\$ 3,700.00	\$ -
Balance Carried Forward		\$ 106.87	\$ -
<u>Rainy Day Fund</u>			
	Rainy Day Fund Balance Forward	\$ 926.71	
	Rainy Day Fund Activity	\$ -	
Rainy Day Fund Total		\$ 926.71	
Next Years RDF Initial Balance		\$ 726.71	
<u>END OF YEAR BALANCES</u>			
	Reconciled District Treasurer Account Balance	\$ 7,394.76	
	HQ District Funds Account QuickReport Balance		
VARIANCE SHOULD BE ZERO		\$ 7,394.76	



TAU BETA SIGMA



2012 SOUTHEAST DISTRICT CONVENTION

Officer Report for Rachel Kerley President

Sisters of the Southeast,

As you all know, I started this term in a completely different office. At the 2011 convention you all elected me as your district Vice President of Membership and I never would have thought I would be giving my officer report as your SED President.

As I started my term in the spring I was very excited to share my passion for membership with the district. I had plans and goals and I knew what exactly to expect. I attended National Convention in Colorado Springs and supported the Southeast district as we caucused until 3 a.m., pool partied in the kiddie pool and caused car accidents as we walked to lunch because we looked so fine.

I also attended ITB takeover in Atlanta and met with the rest of the council for our first face-to-face meeting where we talked about our goals for our office and the district. One goal from that meeting I specifically remember was making sure that everyone knew the Southeast District Joint Hymn. For those of you that went to DLC at Auburn, you all got the pleasure to learn and sing that song together and I hope you have taken it back to your chapters so we can sing regularly as a district together with Kappa Kappa Psi.

After my short summer as VPM, because of circumstances out of my control, our past president, Katie Peterson had to step down, and I became your SED President in September. My first task as president was to fill the position of VPM. We found the constitution to be unclear in the correct procedure, but with guidance and support from our counselors we decided to make Kevin Brenner, our Secretary the new SED VPM. At this point the search began for a new secretary. We had 5 excellent candidates but ultimately appointed Ashlynn Wittchow from Epsilon Alpha. From those candidates we also selected our district Parliamentarian, Lee Commander from Alpha Omega.

With all my council positions covered, I began the very long, confusing process of trying to catch up. The convention host had already been selected and DLC bids received in the brief period without an active president. When given all the president info I began to read through the 450 unread emails and work on the convention schedule by finding speakers and touching base with Zeta Psi, the host chapter.

As the spring semester began I finally began to get in the swing of things as we came down to Orlando for our winter council retreat. We toured the UCF campus with Eta Sigma and Zeta Psi who helped us figure out the schedule until well into the night.

Next on our schedule was DLC. I was completely overwhelmed and I could not be more thankful for the Theta Lambda who was on top of their game and helped me with EVERYTHING I needed. DLC was a fantastic opportunity for me to meet with all of you.

Planning for convention was probably one of the most stressful events of my life. I tried my hardest to make this one of the best conventions ever. Thank you to all of our speakers this weekend for being here and putting up with my last minute questions and changes.

Thank you to the council for being there for me. I never would have been in this position if it wasn't for the support that all of you showed me. I appreciate you putting up with all my questions, all the

late night phone calls and frantic emails. This was truly a group effort. And to Epsilon Alpha, you have been my rock this year. I love you and value each one of you more than you will know.

To the Southeast district, I couldn't have been more proud to represent all of you in the past year. Though my time in office was short I hope that I have been able to make an impact in some small way and that I have been able to help pave the way for next year's council so that we can continue to be the strong district that we are.

It has truly been an honor,

Rachel Kerley
SED President 2011-2012



TAU BETA SIGMA



2012 SOUTHEAST DISTRICT CONVENTION

Officer Report for Kevin Brenner Vice President of Membership

Dear Southeast District,

Where do I begin with accounting for this year? I have never wanted to say more or less at the same time. My first district event was only just over a year ago, and now here I am giving a report as your Vice President of Membership. I just have to ask myself: “Did I serve you well?” because I just care so much for the group of people sitting before me. Honestly, sometimes I don’t think I did. Sometimes, I didn’t know what I was doing, or how I was supposed to be doing it. Sometimes I felt totally inadequate and lost. Sometimes I just settled for an outcome rather than fought for the best for you. And for *all* of those things, I am truly sorry. I respect you too much as sisters to not hold myself accountable to you, the people I am here to serve. All I can really say for myself is that there were times I had responsibilities I didn’t fully understand because I was just inexperienced, and inevitably the ball got dropped. I am, after all, human. But even amidst these trials, I still recognize that I have learned so much from this experience that I don’t think I will ever forget:

- 1) The value of sisterhood and its ability to bring out the best in everybody. I have seen this the best at our conferences together, like when I have visited chapters like Beta Xi during our Winter Council meeting, having a good time with some of Zeta Psi last night, or even just a phone call or skype date with a District sister. I firmly believe that good service and good music are difficult to achieve without good sisterhood first. We really are strongest when we are together SED. Never forget that.
- 2) What it really means to serve Tau Beta Sigma. This was my first leadership experience in this sorority, and I didn’t know exactly what to expect. The amount and intensity of the responsibilities that are required to serve a district is great, but so is the reward for that dedication. My reward this year was getting to meet so many people that I am proud to call sisters, and being a support to all of you. This kind of relational living is what I always strive for in my daily actions. While I truly wish I had dedicated more of myself to you this year, I was able to see times where I was getting what I was giving, and I thank you for that.
- 3) Who I am and what I am about. I consider myself to be a pretty self-aware person, and so as I have spent my year getting to know so many of you and the way our district functions, I have often considered how I fit into all of it, and how all of it fits into me. Seeing Tau Beta Sigma become one of my highest priorities has helped me recognize what sisterhood, service, and music mean to me, in so many different ways. Undertaking the responsibility of a district office challenged me to hold my own, and stand up and fight for what I believe in. In my case, that would be all of you.

To the District Council this year, I want to thank you for the life adventure you made this into. We really grew a lot together in sisterhood and in ourselves this year through and in spite of our challenges. I am so proud of the people we have been growing into this year, and look forward to see where life takes each of us.

To our counselors, Reneé and Crystal, you were one of the reasons I was really looking forward to working on Council. The way you have mentored and served all of us inspires me to strive for the same. If I ever grow into half the caliber of sister that you both are, I will consider myself to have accomplished much. I am proud to have had the opportunity to work with both of you, and I cherish our time and our conversations together. Thank you for all that you have done for myself, the Council, and the District.

To René, thank you for being a rock and a friend. I'm so glad we shared as many laughs as we did. It made our time on Council that much more worthwhile.

To Rachel, I can't believe how far our friendship has come in one short year. Our time together has meant the world to me, and I can't wait to see where we will go together next year. You are an amazing sister and friend.

To my chapter, Eta Phi: this year, you have really inspired me to hope for more from our chapter. Now, we are getting involved in the district, seeing the other wonderful, different chapters out there, and appreciating those differences to the point where we are starting to dedicate ourselves to bettering our chapter. This is unbelievably exciting to me, and I thank you for all of your support of me this past year through your wholehearted attendance at these events.

And to you, the Southeast District, for believing in me enough to give me a chance at serving Tau Beta Sigma at a greater level when I didn't even believe in myself, I thank you wholeheartedly. It is this kind of support through sisterhood that I believe effects the most growth in others, and what I will always pursue in my own endeavors towards serving all of you. Thank you for the opportunity to grow in service. It has been nothing less than an honor.

Respectfully submitted,

Kevin Brenner
SED Vice President of Membership 2011-2012
Eta Phi – Vanderbilt University



TAU BETA SIGMA



2012 SOUTHEAST DISTRICT CONVENTION

Officer Report for René Mark Vice President of Special Projects

Dear Southeast District of Tau Beta Sigma,

It seems like Southeast District Convention at the University of Georgia was ages ago, but that was the only part of this term that went by slowly. Just a couple months later we headed back up to Georgia for our first meeting and ITB Takeover at Six Flags. We set goals for ourselves as officers and for the district and we were really excited about everything we had in store. Six Flags was a lot of fun and I really enjoyed all the time I got to spend hanging out with everyone in attendance. I recommend that everyone try to make the trip to Atlanta this summer.

The next month was National Convention in Colorado Springs, CO. It was a very busy week filled with late nights, dramatics and politics, and a whole lot of fun. There were several issues up for debate, many of which the SED was in the minority. It was very hard, at times, to not take the arguments personally. I'm very proud of the way you all stood your ground with poise and fought for what you believed in. We are truly the greatest District in the Nation.

Not long after Convention were we met with the news that Katie Peterson would no longer be able to serve as our District President. The loss was devastating but we had to regroup and keep going. It took some time, but we eventually got on track. At the same time was the start of marching season. I traveled to Kentucky and met the Sisters of the Eta Zeta chapter at the University of Kentucky who I wish we could adopt into the SED. I also got the opportunity to see Theta Lambda in Auburn as well as Alpha Omega in the Swamp. My last season with the Gator Band didn't go as planned but I still had a blast. It's always great to be a Florida Gator...and at least I have the London Olympics to look forward to.

In October we had then 2nd Annual Service in Music Month. There was an increase in participating chapters, but I would love to see every chapter participating in the future. The next project I focused on was the Young Composers Competition. An ad hoc committee was created to assist with the execution of the program. Despite our efforts I decided to discontinue the Young Composers Competition. The SED has not garnered the success our effort deserves. While I believe that we can do anything we set our minds to, the Young Composers Competition requires a great deal of focus, time, and energy that we could be using on several other projects and programs. Further, the support from the chapters just wasn't there. Everyone loves the idea of the competition but until every chapter is able to commit to promoting it full force, it will not get off the ground the way we want it to.

I ended marching season with a trip to the Gator Bowl in Jacksonville against The Ohio State University where I got acquainted with the Chi chapter. (They're awesome!) Just a few weeks later we had our winter council meeting in Orlando. Eta Sigma and Zeta Psi were very hospitable and helpful. They answered all of my questions, and trust me, I had a lot. We hashed out the details for convention then headed home to prepare for Southeast District Leadership Conference. I also had the opportunity to visit with Gamma Epsilon at the University of Miami and attend their First Degree. It was a great time. Thank you for welcoming me.

DLC was fantastic and Theta Lambda and Pi were wonderful hosts. Since then I did the Black History Month in Music and Women's History Month in Music blog series. I also started the SED Service Database Challenge. It's been a crazy and fast year and it has saddened me that it's come to an end. While I still have this brief moment with you I have a few recommendations to make. 1) Use the time freed from the Young Composers Competition to focus on smaller projects. Pick a few and make them great. 2) As Mr. Watkins, Director of the Gator Band, always says, "Being informed in an intentional act." There's no point in having a Vice President of Special Projects create and promote programs if the chapters are not staying on top of all the information. "Not knowing" is never an excuse. The information is available on Facebook, Twitter, Tumblr, and the District website. It emailed to the listservs, sent in mailouts, and featured in newsletters. I urge you to use and read these resources; take the opportunities that are provided. And if there is something that you are unsure of, don't hesitate to ask. Every member, not just officers, has access to these resources. Use them to stay informed.

I'd like to close with some brief thank yous. First I'd like to thank my chapter for supporting me during my two terms on council and allowing me to lead them as well. It was tough having to leave them, but I know I always have a home in Gainesville with Beta Xi. Buzz! Second, I'd like to thank this year's council for being a wonderful group to work with. Things weren't always easy, but we did it. I love each of you and it was a pleasure serving with you. Rachel, you handled this crazy transition with grace and I thank you for that. Kevin, you're such a joy to be around. Thanks for always being encouraging. You're a great friend and you will do great things for our Sorority. Jonathan, we've been friends for years. I know that if I need you, you'll be there. To the counselors, thank you for always being there for me, for steering me in the right direction when I was going astray, and for answering all of my ludicrous questions. You've been like a set moms to me. To Zeta Psi and Eta Sigma, thank you for being gracious hosts. Being a host chapter is far from easy, especially when dealing with our crazy requests and schedules, but you've done a wonderful job. To my Sisters of the SED, thank you for believing in me and allowing me to lead you and serve alongside you these past two years. It has been an amazing journey. Please know that I am here for you, always.

And lastly, to Tau Beta Sigma, thank you for giving me an opportunity to give back to bands, a family, and a place of belonging. Thank you for an opportunity to grow as a leader and person. I crossed in Spring 2008, immediately making Tau Beta Sigma a huge part of my life. I dedicated a lot of my time, probably too much, to this organization and I loved every second of it. After holding several positions on the chapter level, attending five district conventions, three DLCs, and two National conventions, I've gained some amazing experiences and had the time of my life...and though this is an end, it is also a beginning. You haven't seen the last of me.

It will always be an Honor to be Selected to Serve.

Respectfully Submitted,
René Mark
2010-2012 Southeast District Vice President of Special Projects
Love in the Bond!
Go Gators!



TAU BETA SIGMA



2012 SOUTHEAST DISTRICT CONVENTION

Officer Report for Ashlynn Wittchow Secretary

Dear Southeast District,

As many of you may know, I joined the SED Council a bit late in the game. Appointed in October of this past year due to extenuating circumstances, my involvement as Southeast District Secretary has been a whirlwind of exciting experiences and quite a bit of trying to figure out what was going on.

Although I served as a delegate of the Southeast District at National Convention in Colorado, my first real experience as a district officer was at the Winter Officer's Retreat here at the University of Central Florida. As a council we spent hours planning for this district convention and, as secretary, I spent hours both typing and absorbing everything that was going on around me. We went over schedules, room locations, and joint activities with Kappa Kappa Psi well into the night. That same weekend I paid a visit to a rush event of the Beta Xi chapter at the University of Florida along with Rachel Kerley, SED President.

Another opportunity for fellowship as a district came with Honda Battle of the Bands in Atlanta, Georgia. Although the Georgia Dome security seemed to protest, the tradition of singing after the showcase, along with the Joint Atlanta Alumni Association, will always be one of my fondest memories.

After many late night council conference calls, DLC was upon us. Quite frankly overwhelmed, the advice of Stephen Burt and Sarah Lowery, my chapter sponsor, helped alleviate many of my worries with the conference. I presented a work shop on the effective use of committee time. Additionally, I was able to lead officer break-out sessions with both the corresponding and recording secretaries of the Southeast District. Interacting with the fellow secretaries in the SED was perhaps my favorite experience on council. The corresponding secretary officer break-out in particular quickly turned into a lively exchange of ideas. In fact it was the discussion in this break-out that eventually led to the creation of the SED Secretary Facebook group. While all secretaries were still encouraged to subscribe to the listserve, the Facebook group has served as a quick, easy ways to ask questions and generate discussion.

Preparing for convention was similarly overwhelming. After sending out an edition of SHELLS, I helped Rachel postmark and mail out the Chapter Progress Reports prior to this convention. Then it became my job to assist with organizing the charges and templates for the committee chairs for this convention. After a computer crisis that set me back about the week, I was able to get the work done. With everything, I hope to ease the job of the future secretary coming into this office. I would like to briefly thank all of those who have given me words of encouragement during my time in office, particularly the sisters from my home chapter of Epsilon Alpha. It has made all the differences.

Respectfully submitted,
Ashlynn Wittchow



TAU BETA SIGMA



2012 SOUTHEAST DISTRICT CONVENTION

Officer Report for Jonathan Arton Treasurer

Hello Sisters of the SED,

I have had a wonderful experience not only being a sister of Tau Beta Sigma but also spending my last year serving the Southeast District as its treasurer. From the very beginning of the term, I knew there would be a lot to do and hopefully a lot would benefit. To everyone I met, it was a pleasure getting to know you and it was interesting to see how we were all different and came together... The SED is truly the most diversified district within the organization. I wish everyone the best in the future including my successor and hopefully the financial database template is useful to any chapter which needs it. Thank you Rene for always being there for me and congratulations to those graduating on the council with me.

Respectfully submitted,
Jonathan Arton



TAU BETA SIGMA



2012 SOUTHEAST DISTRICT CONVENTION

Officer Report for Reneé Cartee Counselor

Sisters of the Southeast,

This year has moved quickly. At the end of the 2011 convention officers immediately began preparing for travels to National Convention in Colorado Springs. Katie Peterson, Crystal, and I met during National District Leadership Conference prior to the National Convention. There was a focus for the SED to become more unified in purpose, including our KKPsi counterparts. The SED stood proud as our members were actively participating in workshops, committees, and events. Our district has strong opinions. Crystal and I presented a Ritual of Excellence Workshop together, and I really enjoyed preparing and presenting with her. SED also proved to be the most Spirited District and brought home the National Spirit Stick!

This year our DLC was at Auburn University hosted by Theta Lambda (TBS) and Pi (KKPsi). The SED Council decided to theme workshops toward your best fit in being a Leader; with workshops such as: Leadership Styles, Be the Change, Silent Leader, and Fitting your piece of the Puzzle. They were very successful! Great job from Auburn and great job from our council members! Additionally, Crystal and I were formally asked to become Honorary of Kappa Kappa Psi! I got pretty sentimental and I am very flattered that I was asked to become an honorary member at this 2012 convention and at my Alma Mater!

Members who attended DLC left excited to try new projects, invite variety into their song rehearsals, encourage members to seek out where their talents are, and help someone up when they need a hand!

Chapters have an obligation to members and our organization to carry through on responsibilities. Did you know that the SED gets a % of your dues? We receive less if you are late -so literally it pays to be on time. I challenge you to all be early this Fall. Were you aware that missing paperwork at Nat'l HQ could mean probation for a chapter? After 2 times missing reports such as: the Fall Activities Report or Chapter Summary Report, your chapter is placed on probation. Keep up with these items and you're in the running for the Nat'l Chapter Leadership Award.

As we wrap up MEP collection for the year, I encourage you to check with your chapter officers that your MEP has been turned in, if it has not let's work to create the document or send an updated copy for review directly to the counselors. Please understand it is important for your chapter to review and update documents like this and keep in contact with district and national leadership for support.

Crystal and I continue to request that you fill out an evaluation that we discuss the outcome with the incoming officers. The survey continues to help your council be sure they are focusing on items of interest for you, the members of the SED. This year we utilized an online survey

<http://tinyurl.com/tbssed2012> please be sure to take part at the end of convention.

Thank you, Rachel-You lead with a caring soft spirit, and I am thankful for the peace you give to those who are around you. Rene'- I've seen you lead for 2 years on council, and you have grown tremendously! Your passion is great, and your motivation is sincere. Kevin- You like to shake things up a little, and that is definitely a good thing -If you want something, go for it! Ashlynn- You're diligent, thoughtful, and detailed -you joined us late and never missed a beat! Jonathan- You're spirited and speak your mind, a must in these group dynamics. Lee- It has been really appreciated that you have taken an active role as Parliamentarian on our council and jumped in with ideas. Sal- Your passion for TBS shows in your heart to help others, thank you for stepping up as Historian once again. Crystal -I'm thankful for your continual insight and support not only as my sister in music, but as a dear friend. We work well together to help our district be stronger.

The SED Council had one thing in mind every meeting and every event they planned! They wanted presenters, workshops, events to help YOU be the best leader YOU can be! Thank you, 2011-2012 SED Council. It has been a whirlwind of a year and you kept going! You're determination shows.

Now we are here, SED 2012, "The Unbreakable Bond" It's not just strengthening your individual chapters, or SED TBS -but also our bonds with our brothers. The unifying purpose that was just a seed this past summer grows here, in Strength, Excellence, and Diversity! Thank you, again, to our host chapters Zeta Psi and Eta Sigma!

I'd like to ask each chapter to reach out to neighboring chapters. Be a friend, check in, support each other in events and remind each other of deadlines. Reach out and continue to make this district better.

It is an honor to serve you as your counselor.

In Love and Music,
Reneé Cartee



TAU BETA SIGMA



2012 SOUTHEAST DISTRICT CONVENTION

Officer Report for Crystal Wright Counselor

Greetings Sisters of the Southeast District,

It is my pleasure to submit to you the report of the Southeast District Counselor. This year has been one of many transitions, and lots of lessons learned. I won't bore you with specifics of all of all of your council's accomplishments and challenges but I will assure you that we made it, and for that I am thankful and very proud of their persistence and heart.

Last spring in Athens, Georgia you elected Katie, Rachel, Renee, Jonathan and Kevin. How excited we were to lead you for the 2011-2012 school year. Immediately the students hit the ground running. It is was odd year and that of course means National Convention and all that it encompasses. You council worked hard to prepare themselves and you all as we raced to represent our beloved district and make decisions that would ultimately affect our sorority's future. Katie, Renee and I traveled to Colorado Springs, for the National District Leadership Conference where we learned strategies in leadership, finance, and growth of our illustrious organization. It was a very rewarding experience to say the least and we left expecting only the best for our district.

Next to come was the 2011 National Convention. As wonderful it is to meet new sisters it was great to see our family from the SED. We were reenergized as we realized that this was the time to not only fellowship but to excise our right to share our thoughts and ideas about what we want to see within Tau Beta Sigma. I was allowed to serve Tau Beta Sigma by advising the National Convention Ways and Means committee. We had great accomplishments that came out of that committee. It is safe to say that we should never stop learning. Although budgeting is not my forte, as I advised I also learned a great deal about how the students really wanted to see their money used. I would like to say that I had a little influence in some of those great ideas and new policies that are now in place.

In addition to the Way and Means Committee, I was allowed to work with the other counselors in producing the performance of the ritual of Tau Beta Sigma. Since the Ritual is likely my most prized component of our sorority, it was an honor to work with my fellow counselors and other district leaders in providing a unique and memorable experience for the sisters who became honorary members of the National Chapter. It was definitely an honor to be selected to serve in that capacity.

Sometime after National Convention it was understood that, your elected President Katie, was no longer able to serve as your president and your council, overcame this with flying colors. Rachel moved to President, Kevin was elected VPM and Ashlynn was newly added to the council as your SED Secretary. These changes were not easy to fall into and although it was a bumpy ride we refocused and set out to provide worthwhile experiences for each of you.

In January your District Council along with the Kappa Kappa Psi District Council traveled to UCF to tour the convention facilities and continue the plans for DLC and Convention. The host chapters were very accommodating and willing to discuss our needs and even our wants. Even though it was a very long trip for a few of us it was well worth the wait. We hope that you are enjoyed the fruits of our labor this weekend.

Next we traveled to SEC country in Auburn, Alabama. Can you insert a War Eagle here? Your council worked very hard to prepare workshops that would be informative and enjoyable. We certainly had a wonderful rainy day. We were able to have multiple breakout sessions for those who are current leaders and those who are looking to find their way into leadership positions. We appreciate your efforts in driving to become better assets to your band program.

Finally outside of the SED Council I have been selected to participate in a TBS Recruitment Focus Group with other National Leadership, students, and band directors across the Nation. Our goal is to increase recruitment tools for new colonies and current chapters. We have a lot of work to do, but I hope to make you proud as one of the SED's representatives.

This year has been one full of great times with a surprise or two. This council has served you through trials and adversity but has done well.

To my council, it has been a pleasure to serve with you. You are a hardworking, diligent, and passionate group of young adults and your energy is refreshing. I look forward to watching you serve our sorority in various aspects in the future. You make me proud to say that I am your counselor.

To my chapter, Theta Iota, you continuously remind me of what it means to be a servant leader. It still amazes me that you are able to provide so much service for our community, campus and band program. Although I am not always able to attend your events, I watch you and I smile. And although I may not be around in the same capacity as I have been the last few years, I am always here for you. You belong to me and I love you dearly.

SED thank you for letting me serve you, be a friend to you and most of all be a sister to you. I look forward to our future together.

Respectfully,
Crystal Wright
Tau Beta Sigma
Southeast District Counselor



TAU BETA SIGMA

SOUTHEAST DISTRICT CONSTITUTION



Revised April 2012

The Constitution of the Southeast District of Tau Beta Sigma

As adopted by the Chapters assembled at the 2012 Southeast District Convention
at the University of Central Florida in Orlando, FL. on April 1, 2012.

Article I

1. This Constitution is duly adopted by the various Chapters of the Southeast District of Tau Beta Sigma. It establishes and prescribes the authorized functions and operations of the Southeast District in accordance with the National Constitution of Tau Beta Sigma. The District Operations Manual will be a secondary document which shall provide chapters with information on the operations of the District.
2. The Southeast District of Tau Beta Sigma shall be composed of all of the Chapters of the Sorority in active standing with National Headquarters from the States of Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, and Tennessee.
3. For the purposes of administration, the Southeast District of Tau Beta Sigma shall be a District as defined by Article V of the National Constitution. Therefore, this District shall operate pursuant to, and in accordance with, the provisions of that article.

4. Amendments to this Constitution and/or the District Operations Manual must be referred to the Committee on Jurisdiction at the same District Convention during which their vote takes place.

Article II: Officers

1. The elected officers shall consist of President, Vice President of Membership, Vice President of Special Projects, Secretary, and Treasurer. The appointed officers shall consist of Historian and Parliamentarian. Until the 2011 District Convention, the offices of Secretary and Treasurer shall be combined into one office which includes the responsibilities of both offices.
2. The District Executive Council shall consist of the five elected officers, the two appointed officers, and the District Counselor(s). The appointed officers shall be non-voting members of the Executive Council.
3. Officer Guidelines
 - a. The elected officers shall be elected by the assembled Delegates at District Convention. Their term of office shall last from one District Convention to the next.
 - b. Officers shall serve without pay. They shall report and submit to the guidance of the District Counselor(s).
 - c. Each officer shall have one vote in all meetings, except for the President, who shall only vote in the case of a tie or if the vote is by secret ballot.
 - d. Officers shall have the right to organize ad-hoc committees to assist in the execution of their offices.
 - e. Following District Convention, the Executive Council shall appoint a Webmaster to maintain the District's website(s), and update it at least monthly. The Webmaster shall regularly correspond with the Vice President of Special Projects in order to execute his or her duty.
 - f. Should the office of President be vacated, the Vice President of Membership shall assume the office of President, and he or she shall then have the powers and responsibilities associated therewith until the end of the subsequent District Convention.
 - g. Should any other office be vacated, the Executive Council shall, at its option, appoint a replacement pursuant to the eligibility requirements of Section 3.

- h. Any officer who permanently relocates outside of the District during his or her term of office shall automatically resign and vacate the office.
- i. Upon missing two scheduled meetings, without providing the President and the Counselor(s) at least twenty-four hours' notice, the Executive Council shall discuss that officer's dismissal.
- j. Should an officer's Chapter be placed on suspension, the Executive Council shall discuss that officer's standing. The Counselor(s) shall then recommend an action regarding that officer to the National Council.
- k. An officer may be dismissed from his or her office by a unanimous vote of the Executive Council, excluding the officer in question, when in the opinion of the Council, he or she fails to fulfill the duties of the office or is no longer in good standing with the Sorority. The Executive Council shall notify the National President and National Headquarters of the dismissal within ten days. When an officer is dismissed from office, his or her Chapter must discuss his or her standing within the Chapter, and notify the Executive Council of their decision within ten days of making the decision.

4. The President shall:

- a. Preside at all meetings, including Conventions and meetings of the Executive Council.
- b. Appoint the various committees, song leaders for District Convention, the Parliamentarian, and the Historian.
- c. Be a non-voting, *ex officio* member of all committees.
- d. Organize various awards to be conferred at District Convention.

5. The Vice President of Membership shall:

- a. Preside at meetings in the absence of the President.
- b. Submit a membership evaluation questionnaire to be filled out by District Convention attendees.
- c. Maintain frequent contact with Colonies, their Advisers, and their advising Chapters during the colonization process and immediately after the Colonies have been established as Chapters.

- d. Execute the recommendations of the Committee on Membership in order to promote membership in the District.
 - e. Advise Chapters on the topics of membership, recruitment, retention, and continuing membership education.
 - f. Collect reports on the statuses of Chapters and Colonies which officers have visited.
6. The Vice President of Special Projects shall:
- a. Design and implement special projects as determined by the Executive Council.
 - b. Advise the Committee on Programs and Music Support, the Host Chapter(s) of the *Eighth Note*, and the Historian.
 - c. Encourage participation in National special projects.
 - d. Assist the President in organizing various awards to be conferred at District Convention.
7. The Secretary shall:
- a. Take the minutes of meetings of the Executive Council and at District Convention.
 - b. Keep a database of current Chapters' contact information.
 - c. Send Chapter Progress Report forms to the Chapters.
8. The Treasurer shall:
- a. Control the receipt and distribution of all monies of the District.
 - b. Advise the Committee on Ways and Means.
 - c. Execute all District fundraisers, including the T-shirt competition.
 - d. Write a budget for the District, with assistance from the Committee on Ways and Means, to be submitted to the delegation for adoption.
 - e. Assist the President in organizing various awards to be conferred at District Convention.

- f. Purchase the materials necessary for the awards given out at District Convention.
- g. Contact each Active chapter at least once per semester to discuss financial standing. The deadlines for these contacts will be November 1st in the Fall semester, and March 15th in the Spring semester.

9. The Parliamentarian shall:

- a. Ensure compliance with *Robert's Rules of Order, Newly Revised* (or other duly adopted rules of order) at meetings, or relax those rules at the discretion of the President.
- b. Ensure that meetings are conducted in such a way that ensures the rule of the majority, while also ensuring the right of the minority to speak its part.
- c. Ensure jurisdictional compliance with governing documents and interpret them as needed.
- d. Advise officers as needed and advise the Committee on Jurisdiction.
- e. Act as a Sergeant-at-Arms at the discretion of the President.

10. The Historian shall:

- a. Photograph all District events.
- b. Preserve historical items and traditions for the sake of posterity.
- c. Advise the Committee on History and Sisterhood.
- d. Create and maintain a new volume of the District Scrapbook
 - i. Collect pictures and scrapbook pages from each chapter throughout the year within the Southeast District.
 - ii. Solicit photograph and scrapbook submissions from the chapters in the Southeast District at least twice per semester.
 - iii. All pictures must be submitted six weeks prior to the Convention date, but scrapbook pages are due at Convention.
- e. Coordinate the chapter scrapbook competition at each SED Convention.

- f. Work with the Webmaster to update and maintain the historical information available on the website.

Article III: Committees

1. The Standing Committees of the District shall be: the Committee on Jurisdiction, the Committee on Membership, the Committee on Programs and Music Support, the Committee on Ways and Means, the Committee on Nominations, and the Committee on History and Sisterhood. These committees exist at the discretion of the District President, who may condense or alter them as he or she sees fit.
2. There shall exist a special Committee on Joint District Actions, with its membership composed from both Kappa Kappa Psi and Tau Beta Sigma that will deal with the joint affairs of the District. It shall be subject to the guidance of both organizations' District Executive Councils and the District Governors and Counselor(s). (The rest of the provisions regarding this committee are outside the scope of this document.)
3. The District Executive Council shall have the power to create ad-hoc committees as needed.
4. The District President shall assign the membership of the committees. The members shall serve until relieved of their appointment by the President.
5. The District Counselor(s) and District President shall be non-voting, *ex officio* members of all committees, both standing and ad-hoc, except for the Committee on Nominations.
6. Committees may submit charges addressed to other committees for the following District Convention by the end of the current Convention's second separate session. Such charges should include details justifying their importance or necessity.
7. The Committee on Jurisdiction shall examine the District Constitution and other governing documents, and submit to the delegation relevant amendments to or propositions regarding those documents.
8. The Committee on Membership shall examine, recommend, and submit to the delegation any relevant propositions related to the recruitment and retention of members, post-membership education, and colonial operations.
9. The Committee on Programs and Music Support shall:
 - a. Examine, recommend, and submit to the delegation all propositions related to the programs of the District as they find necessary, including propositions

related to awards, the District website, District Leadership Conference, the newsletter, and the *Eighth Note*.

- b. Recommend and submit to the delegation methods in which chapters should act as a support resource for music programs in the District.
- c. Recommend to the Vice President of Special Projects, via entries in its committee report(s), any relevant propositions regarding Music Appreciation Month and the Young Composers Competition.
- d. Act jointly with Kappa Kappa Psi when warranted.

10. The Committee on Ways and Means shall:

- a. Examine, recommend, and submit to the delegation any propositions related to the finances of the District.
- b. Assist the Treasurer in preparing an operating budget, for the following year, to be presented to the delegation for approval.
- c. Discuss and develop recommendations regarding the Rainy Day Fund and general fundraising.

11. The Committee on Nominations shall:

- a. Carefully investigate and evaluate the eligibility and competence of members for the election to the various elected officer positions of the District, select one member that would be ideal to serve in each of the elected officer positions, and present the names of such members to the delegation assembled as the committee's recommended slate of candidates.
- b. Assess the eligibility of members nominated from the floor for any elected officer position.
- c. Hold its meetings in a closed manner.

12. The Committee on History and Sisterhood shall:

- a. Examine, recommend, and submit to the delegation methods in which Chapters should promote sisterhood on the District and Chapter levels and preserve the history of the District and its growth over time.
- b. Provide a foundation for respecting the history of the District by maintaining an archive of District songs and traditions, along with highlights of the proceedings and events at District Conventions and District Leadership

Conferences, and provide in such archive, a brief summary of the growth of the District over time.

Article IV: Delegates and Proxies

1. **Delegates.** Each active Chapter in the District shall be represented at District Convention by an official delegate, alternate delegate, or proxy delegate. Each official delegate, alternate delegate, or proxy delegate must hold a current Tau Beta Sigma membership card. A Life Member may represent his or her own Chapter at District Convention, if and only if no active delegate is present from that Chapter.
2. **Proxies.** Any Chapter that will be absent from a District Convention may select another Chapter from which its proxy delegate will be chosen, if possible. The selection shall be made by submitting a written request to the District President prior to the opening session of that convention. Should a Chapter choose not to select another Chapter for its proxy delegate, or through inaction fails to do the same, its proxy delegate shall be selected from an alphabetical listing of Chapters in attendance starting with the last Chapter that was seated at the previous Convention.

A Chapter arriving after delegates have been seated may have their proper delegate seated at the option of the District Council.

Proxy delegates shall be selected from among the many Chapters in attendance such that no Chapter in attendance has more than one vote in excess of any other Chapter in attendance.

Article V: Reports

1. **Chapter Progress Reports.** Chapter Progress Reports must be completed by the Chapter and postmarked at least three weeks prior to District Convention in order for that Chapter to be considered for any awards.
2. **District Officer and Committee Chair Reports.** All District Officers and Committee Chairs shall submit typewritten copies of all reports to the Executive Council by the end of each District Convention. One copy shall be given to the President, the Secretary, the Treasurer, and each of the Counselor(s).

Article VI: Publications

1. District Publication

- a. The name of the District publication shall be the *Eighth Note*. It shall be published by active Chapter(s) in good standing.
- b. **Bids.** Bids to host the *Eighth Note* shall be accepted on an annual basis at District Convention. A bid should be presented to the Committee on Joint District Actions at that committee's first session of the Convention, unless prior arrangements are made by the Executive Council. In the absence of any bids, the District Executive Councils of Tau Beta Sigma and Kappa Kappa Psi will select Chapters of the respective organizations to publish the *Eighth Note* or may elect not to have it that year.
- c. **Publication and Content.** The *Eighth Note* shall be published twice a year—once in the fall and once in the spring. The deadline for submission of articles shall be October 15 for the Fall issue and February 15 for the Spring issue. Due dates for submissions to the *Eighth Note* must be sent to all Chapters in the District, the Executive Council, and National Headquarters by the deadline.

In the event that the Host Chapters fail to publish the *Eighth Note* in the fall, they shall forfeit their right to publish the spring issue. 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 that submitted bids to host it at the most recent District Convention.
- d. **Financing.** The District shall subsidize the cost of publishing the *Eighth Note*.
- e. **Distribution.** A minimum of one copy per issue of the *Eighth Note* shall be sent to each Chapter and Colony in the District, as well as the District Officers, the Presidents of other Districts, and the National Officers.

2. District Newsletter

- a. The name of the District newsletter shall be *SHELLS*. It shall be published at least twice per semester, with exact publication dates determined by the Executive Council.
- b. The Secretary shall be responsible for the distribution of *SHELLS*. One copy of each issue shall be sent to each Chapter in either electronic or paper format, and each issue shall be posted to the District website.
- c. Each issue of *SHELLS* shall include at least one article from each District Officer, a calendar of upcoming events, reminders and announcements for the District, and any other content decided upon by the Executive Council.

Article VII: Meetings

1. District Leadership Conference
 - a. District Leadership Conference shall be held jointly with Kappa Kappa Psi each year.
 - b. Chapters interested in hosting District Leadership Conference should send a proposal to the District Presidents of Tau Beta Sigma and Kappa Kappa Psi by the prescribed deadline. If no bids are received to host the Conference by the prescribed deadline, the District Councils will determine a site, which must be approved by the District Governors and Counselor(s).
2. District Convention
 - a. District Convention shall be held annually, at a site chosen in joint session at the previous Convention. If the location for the next Convention is not determined by the end of the current Convention, the District Governors and Counselor(s) will determine the location.’
 - b. Chapters bidding to host a District Convention must adhere to the National Guidelines for Bidding and Hosting a District Convention. Moreover, each bid must contain at least two available dates and a proposed budget. The Executive Council, the District Governors, and the District Counselor(s) shall choose the final date
3. **Special Conventions.** Special Conventions of the District may be called upon a favorable vote of seventy-five percent of the Chapters of the District in good standing, or upon unanimous recommendation of all of the District Officers.
4. A ninety day written notice prior to the dates of all District Conventions shall be given to all National Officers, District Counselor(s), District Officers, and Chapters of the District by the National Executive Director and the District Secretary.
5. **Quorum.** Official delegates, or their proxies, from a simple majority of the Chapters of the District in good standing, together with at least two of the District Officers, shall constitute a quorum at all meetings of the District.
6. **Business.** Business at District meetings shall be determined by the District Officers with approval from the District Counselor(s). 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. For the purposes of preparation for District Convention, and of parliamentary correctness, the three committees of *Robert’s Rules of Order, Newly Revised*, section

59 (that is, the Credentials Committee, the Committee on Standing Rules, and the Program Committee), shall consist of some or all of the members of the Host Chapter along with the District Executive Council. The District President shall officially chair these committees. Provided that preparations for District Convention progress to the satisfaction of the Executive Council, these committees shall not be required to meet formally.

Article VIII: Reading Band and Auxiliary Clinic

1. **Reading Band.** At each District Convention, there shall be held a Reading Band open to all college band members and directors, but without preference to membership in Tau Beta Sigma, unless circumstances prevent its feasibility. The Chapter hosting District Convention shall be the organizational director of the Reading Band. It shall be that Chapter's duty to provide a director and music.
2. **Auxiliary Clinic.** At each District Convention there shall be held an Auxiliary Clinic open to all college auxiliary members, but without preference to membership in Tau Beta Sigma, unless circumstances prevent its feasibility. The Chapter hosting District Convention shall be the organizational director of the Auxiliary Clinic. It shall be that Chapter's duty to provide a clinician.

Article IX: Finances

1. General Finances
 - a. The District's revenue shall be derived from a *per capita* allotment provided by the National Organization. This money shall remain in National account(s) until requested in writing by all of the District Counselor(s) and Treasurer.
 - b. The District Treasurer shall keep a record of all donations and contributions apart from the operating budget. Such monies must be deposited with National Headquarters.
 - c. District fund requisitions must be submitted to the District Treasurer within sixty days of the expense, or such expenses shall not be reimbursed.
 - d. To ensure the availability of capital for the entire term of office, District Officers may spend at most half of their budgeted funds during the first half of their term.
 - e. District Officers may not claim any allocated funds for the reimbursement of meals.
2. Rainy Day Fund

- a. The Rainy Day Fund shall be an emergency fund consisting of contributions from the various Chapters and Colonies of the District for the purpose of assisting those Chapters and Colonies in need of financial assistance.
- b. The Rainy Day Fund shall also be used to pay the first year Chapter fee of newly chartered Chapters in the District.
- c. Financial need for distributions from the Rainy Day Fund shall be determined by the District Executive Council based on submitted documentation.
- d. Any balance remaining in the fund in excess of two hundred dollars at the end of the fiscal year will remain in the fund for the following fiscal year.
- e. To obtain distributions from the Rainy Day Fund, a Chapter or Colony must contact the District Treasurer for advisement.
- f. Requests for distributions from the Rainy Day Fund are subject to the approval of the District Officers. Distributions shall be considered donations to the requesting Chapter or Colony.

Article X: Joint Affairs

1. The rules of order for all joint meetings with Kappa Kappa Psi shall be *Robert's Rules of Order, Newly Revised*.
2. Joint sessions 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 two presiding officers.
3. The agenda for each joint session shall be considered by the two presiding officers prior to each session.
4. A motion shall only be considered when moved by a delegate of one organization and seconded by a delegate of the other.
5. 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 at District Convention.
6. Voting delegates for joint meetings shall consist of all of the delegates representing individual Chapters in the District.
7. A joint resolution or motion shall be considered passed only when passed by both a simple majority vote of the Kappa Kappa Psi voting delegates and a simple majority

vote of the Tau Beta Sigma voting delegates, with both such votes taking place during joint session.

Southeast District Operations Manual

First Edition

2012

This manual is created to provide an at-a-glance set of instructions for basic Chapter needs as they relate to operating within the Southeast District of Tau Beta Sigma, National Honorary Band Sorority.



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How to Run for Office

To be eligible to run for an elected office one must:

1. Be an active member of Tau Beta Sigma in good standing and an active member at the time of election and serving the university band during the term
2. Be at least a sophomore or a second-year student at a college or university.
3. E-mail the following to District President by specified date. This information will be placed online for the At-A-Glance Candidates for Office section:
 - a. Letter of intent – this should state name, chapter, and the office
 - b. Tau Beta Sigma resume – this should include anything of relevant sorority experience for the office
 - c. Goals for the office
 - d. Biography and professional head shot
4. Create a packet to be submitted to the Nominations Committee which contains, in addition to the above:
 - e. A letter of recommendation from the Chapter
 - f. A letter of recommendation from the Chapter Sponsor
5. Any officer elected in their final semester of college must obtain Life Membership by **September 1** of the next semester.

Mail-Out Due Dates

1. President
 - a. Send out District Officer evaluation forms no later than **halfway through** the term of office
 - b. Send out District Convention packets **one month prior** to the set date of Convention
 - c. Send reminders to each chapter **one month prior** to any National paperwork deadline
2. Secretary
 - a. Send the minutes of all executive council meetings to the National President **within one week** of the meeting
 - b. Publish and distribute all Convention minutes to chapters **within six weeks** of Convention
 - c. Send *SHELLS* to chapters via email **twice** each semester
 - d. Send Chapter Progress Reports at least **six weeks prior** to Convention
3. Treasurer
 - a. Send the Rainy Day Fund packets to chapters by **September 1**

Delegate and Proxy Procedures

Each chapter must select for Convention, from within, the following:

1. An Official Delegate – this person will represent the chapter during all joint and separate sessions, and will be the voice and vote of the chapter during these meetings.
2. An Alternate Delegate – this person could represent a chapter other than their own, if that chapter does not submit a proxy form.
3. A Proxy Chapter – the proxy is used in the event that no members of a chapter are in attendance. They may select another chapter to represent them during joint and separate sessions, and give that person/chapter the right to vote for them.

The delegate and proxy forms will be emailed to each chapter before Convention.

Failure to send in the proxy form to the President will result in a delegate being chosen from a different chapter, based on Article IX.2

How to Bid for DLC

1. DLC is held jointly for Tau Beta Sigma and Kappa Kappa Psi and therefore proposals must be sent to both the Tau Beta Sigma and Kappa Kappa Psi District Presidents by the set deadline.
2. The proposal should contain the following:
 - a. The date and place at which the Convention will be held
 - b. Detailed information about the accommodations (rooms available, equipment already supplied, etc.)
 - c. Detailed information on nearby hotels, prices, and distance from the Convention site
 - d. A completed sample schedule of the Convention (most of this will be supplied via the District Council)
 - e. A letter from the Chapter Sponsor (or Sponsors) confirming and support the choice of location for DLC

How to Bid for the *Eighth Note*

1. The bid to host the *Eighth Note* is done each year at the Southeast District Convention. The bid must be turned into the Committee on Joint Actions during their first session.
2. The host chapter shall send out the *Eighth Note* **November 15** in the Fall semester and **March 15** in the Spring.
3. The bid must be the prepared and proposed content and format, as though it was being published to the District.
4. The *Eighth Note* is published twice a year and each issue will contain the following:
 - a. A letter from a National Officer
 - b. A letter from the executive council of Tau Beta Sigma
 - c. A letter from the executive council of Kappa Kappa Psi
 - d. Any material gathered from other chapters, by the deadline
 - e. A calendar of District and national events and deadlines
 - f. The Fall edition shall contain an update for both DLC and SED from the host chapters.
2. The Host Chapter must send one copy, per issue, to each Chapter and Colony, the District Officers, Presidents of other Districts, and the National Officers.

How to Bid for Southeast District Convention

1. Obtain clear consent and support from the Chapter Sponsor and Director of Bands to host Convention *before* beginning to put together your packet.
2. The Chapter must present, via hard and electronic copy, to the Convention Site Committee, the information contained in the bid packet.
 - a. The bid packet must contain the following:
 - i. Budget & Cost of Convention which should contain:
 1. Banquet Costs
 2. District Convention Mailings, copies, paper, envelopes, etc.
 3. Computer/AV/Audio costs during Convention
 4. T-shirt or other gift items
 5. Equipment rentals (for events, dances, instruments, entertainment, misc.)
 6. Room costs for meeting space
 7. Any other items that may cost money to run Convention
 - ii. Location, Maps, Parking
 1. The following are the minimal requirements for meeting rooms:
 - a. Joint Session – *Enough seating for all participants (based on Convention attendance) with a head table for business.*
 - b. Separate Sessions – *Enough seating for all separate participants in the Fraternity or Sorority (based on Convention attendance) with head tables for business.*
 - c. Exhibits and Sales – *space for tables so that schools can display scrapbooks, chapters can sell merchandise, and vendors can sell National Supplies and Jewelry, etc.*
 - i. Please check with the University, Hotel or Venue for rules regarding exhibits, jewelry, and merchandise prior to putting in the bid.
 - d. Committee Rooms – *Enough rooms to conduct committee business in your District. For closed committee such as Nominations, Convention Bid, etc, make sure you have appropriate venues for privacy*

2. Host Chapters Must Work with the District Councils on the following items:
 - a. Convention Schedule
 - b. Rooming for meeting space
 - c. Reading Band/Concerts/Musical Performances
 - d. Banquet Details

Host Chapters cannot make final decisions on the above mentioned items without the approval of District Governors & Counselors and sharing with District Councils.

3. Other Locations that may be necessary
 - a. Banquet – *large enough for a head table (for the District Councils) and seating for all the paying participants. Room and catering must be considered.*
4. A map of the area surrounding the Convention site listing local restaurants and entertainment venues. The map should also contain directions to/from the Convention site to/from the hotel

iii. Dates & Times

iv. Hotel location & costs

1. Hotel costs per room per night will be separate from the Convention Registration Costs because the attendees will pay for this separately.
2. If there are multiple hotels for Convention, make sure all location and room costs are clearly advertised and communicated in all of the materials for bid presentation
3. Answer the following questions:
 - a. What is the price for 4 persons in a room? What are the applicable taxes?
 - b. Does housing in the same facility as the meetings make the meeting rooms free?
 - c. Does having the banquet in the same facility make the meeting rooms free?
 - d. What is the check-in time? Check-out time?
 - e. How close is it to the meeting rooms and banquet?

- f. How much is charged for overnight parking?
 - g. Will the hotel / student union provide brochures with information on the facility for the chapter to mail out with registration forms, etc.?
- v. Outline of the host chapter membership and financial status
- vi. Registration Fee based on number of attendees
1. The number of attendees varies from year to year for District Convention; include a cost breakdown for various amounts of attendees. For example:
 - a. 400 attendees may cost “x” amount of dollars per person
 - b. 500 attendees may cost “y” amount of dollars per person
 - c. 600 attendees may cost “z” amount of dollars per person
 2. The fee must cover the Banquet and chapter Convention expenses. Do **not** separate the registration cost from the Banquet expense.
 3. The fee should cover mailing out pre-Convention packets to all the chapters in the District, including the cost of copying registration forms, fliers, etc.
 4. The fee cannot cover entertainment in any form. That must be provided by the host chapters at their own expenses.
- b. Documentation showing the Chapter Sponsor and Director of Bands approves and supports hosting Convention
- c. All necessary documents from your college or university Office of Student Activities in support of hosting convention
3. Be prepared to discuss all sections of the packet with the Convention Site Committee

If chosen to host Convention, the host Chapter must meet the following National deadlines:

1. **December 1 – Preliminary Budget from Host Chapter(s)**
2. **January 1 – District Convention Fact Sheet from Host Chapter(s)**

3. **January 15 – Convention Website Live & Mailers from Host Chapter(s)**
4. **May 5th Final Budget from Host Chapter(s)**

All forms due to National headquarters can be found at www.kkytbs.org/forms.html and emailed to hqna@kkytbs.org

District Awards

1. The Farthest Traveled Award
 - a. Presented as a plaque to the Chapter or Colony who travels the furthest based on Rand McNally mileage
2. Best Chapter Representation Award
 - a. Presented as a plaque to the Chapter who has the most active members at convention
3. Chapter Participation Award
 - a. Presented as a plaque to the Chapter with the most active, life, and alumni members at convention
4. Colony Participation Award
 - a. Presented as a plaque to each Colony in attendance
5. Best Display Award
 - a. Presented as a framed certificate to the Chapter who best follows the host chapter criteria for the display competition
6. Merit Certificate
 - a. Presented as a framed certificate to all Chapters who meet all District and National deadlines for all paperwork
7. Outstanding Chapter Achievement Award
 - a. Presented as a trophy to the Chapter(s) who follow criteria based on the District and National councils, judged against their own merits
8. Outstanding Chapter Assistance Award
 - a. Presented as a framed certificate to any Chapters that have given substantial assistance to any other Chapter in the District
9. Recognition Award
 - a. Presented as a plaque to the Chapter(s) who had 50%+ members become Life within the fiscal year
10. Shells Umbrella Full Participation Certificate
 - a. Presented to any Chapters who have donated at least \$1 to the Rainy Day Fund
11. Shells Umbrella Award
 - a. Presented to the Chapter who donates the most to the Rainy Day Fund at least one month prior to convention
12. Best Scrapbook Award
 - a. Presented as a framed certificate to the Chapter who receives the most votes during the Scrapbook Showcase

The Rainy Day Fund

In order to apply for the Rainy Day Fund the chapter must contact the District Treasurer. If the Treasurer feels as though the chapter has enough reason to need help they will recommend the chapter send a proposal. Upon the recommendation the Chapter should:

1. Submit two consecutive account statements from the chapter bank account
2. A typed, current fundraiser proposal. The proposal should contain the following:
 - a. The amount of money you would need to begin the fundraiser
 - b. The amount of expected profit you would gain from the fundraiser
 - c. The date you project the fundraiser occurring and the date you expect the funds to become available to you
 - d. A statement that describes the Chapter or Colony's financial situation. Include in the statement how and why the chapter situation is that way, and ways that you can improve upon it in the future.