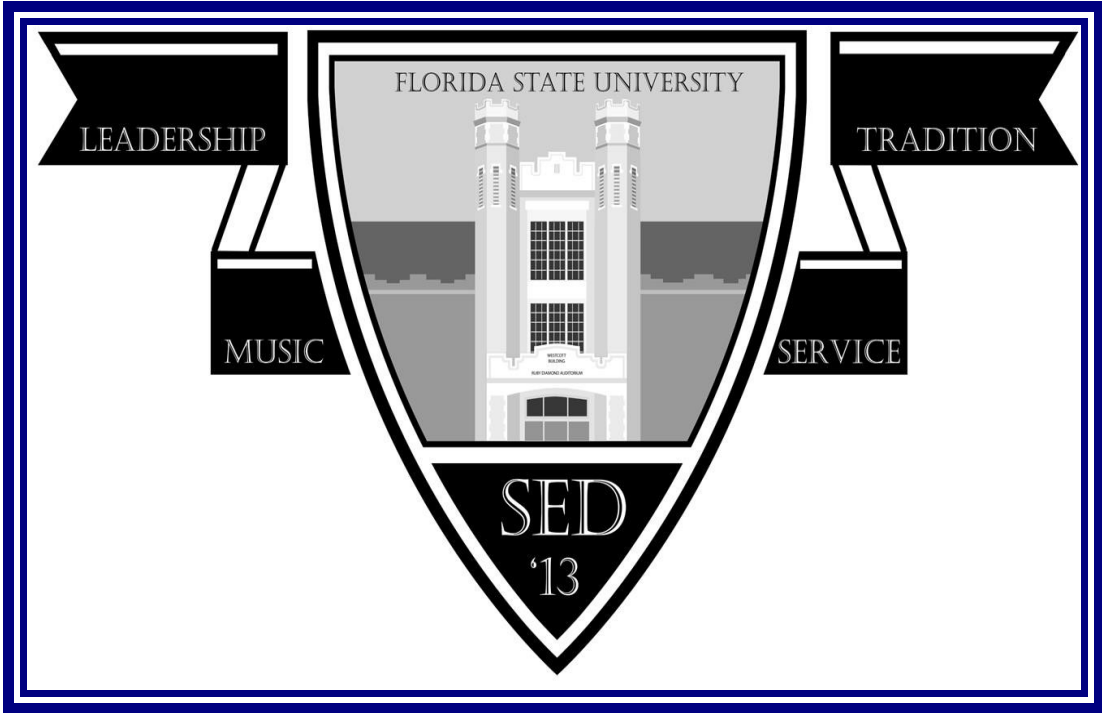


# *2013 Southeast District Convention*

## **Minutes**



*April 5<sup>th</sup> - 7<sup>th</sup>, 2013*

# Table of Contents

<b>I. Schedule of Events .....</b>	<b>Page 3</b>
<b>II. Session Minutes .....</b>	<b>Page 6</b>
<b>III. Committee Reports .....</b>	<b>Page 21</b>
Joint District Action	
Jurisdiction	
Membership	
Programs and Music Support	
Nominations	
History and Sisterhood	
Way and Means	
2013-2014 Approved Budget	
<b>IV. District Officer Reports.....</b>	<b>Page 48</b>
President	
Vice President of Membership	
Vice President of Special Projects	
Secretary	
Treasurer	
Parliamentarian	
Historian	
Counselors	
<b>V. Southeast District Constitution, Revised April 2013.....</b>	<b>Page 69</b>
<b>VI. Southeast District Operations Handbook.....</b>	<b>Page 82</b>

# **I.Schedule Of Events**

## **Friday, April 5, 2013**

<b><u>Tim</u></b>	<b><u>Event</u></b>
3:00 pm – 8:00 pm	<b>Registration</b>
5:00 pm – 5:45 pm	<b>Delegate/Committee Chair Meeting</b>
6:00 pm – 7:00 pm	<b>Concert</b>
7:30 pm – 8:00 pm	<b>Joint Opening</b> <i>Announcements</i>
8:15 pm – 9:00 pm	<b>Separate Opening</b> <i>Seating of Delegates</i>
9:30 pm – until	<b>Ritual</b>

## **Saturday, April 6, 2013**

<b><u>Time</u></b>	<b><u>Event</u></b>
7:00 am – 8:00 am	<b>Registration</b>
8:00 am – 8:15 am	<b>Separate Session</b> <i>Announcements</i>
8:30 am – 9:45 am	<b>Committee Meetings</b> <i>Committee on Jurisdiction</i> <i>Committee on Membership</i> <i>Committee on Programs and Music</i> <i>Committee on Ways and Means</i> <i>Committee on Nominations(CLOSED)</i> <i>Committee on History and Sisterhood</i> <i>Committee on Joint Action</i>
9:00 am – 9:50 am	<b>Workshops</b> <i>“Phenomenal MEP Panel”</i> <i>“Utilizing TBS in your job search” - Kevin Earnest</i> <i>“Reworking and Revising your Chapters Constitutions” – MiChel Causey</i>
10:00 am – 10:50 am	<b>Workshop</b> <i>*Featured Workshop*</i> <i>“From a Local Group to a National Sorority: 1939-1947” – Lisa Croston</i>
11:00 am – 12:00 pm	<b>Women in Music Speaker – Dr. Katarzyna Bugaj</b>
12:00 pm – 1:30 pm	<b>LUNCH</b>
1:30 pm -2:45 pm	<b>Committee Meetings</b>

*Committee on Jurisdiction*  
*Committee on Membership*  
*Committee on Programs and Music*  
*Committee on Ways and Means*  
*Committee on Nominations (CLOSED)*  
*Committee on History and Sisterhood*  
*Committee on Joint Action*

1:30 pm – 2:30 pm

**Workshops**

*“Staying Motivated” – Nicole Burdick*  
*“Spring into Springfield” – Sky Buffington*  
*“Meaning of M.O.T.S.” – Rebecca Snead (CLOSED)*  
*“Keep Your Actives Close and Your Alumni Closer” – Stephanie Salazar*

2:45 pm - 4:15 pm

**Reading Band**

2:45 pm – 4:15 pm

**Auxiliary Clinic – Bridgette Bell**

2:45 pm – 3:30 pm

**Song Rehearsal – Lee Commander**

3:30 pm – 4:15 pm

**Service Project – Belinda Baker**

4:30 pm – 6:30 pm

**Separate Session**

*Reseating of Delegates*  
*Platforms from Officers*  
*Announcements from Nationals*  
*Committee Reports*  
*Officer Reports*

7:30 pm – 9:30 pm

**Banquet**

*Wava Memorial*

10:00 pm – Until

**Talent Showcase**

## **Sunday April 7th, 2013**

<b><u>Time</u></b>	<b><u>Event</u></b>
8:00 am – 11:00 am	<b>Closing Separate Session</b> <i>Reseating of Delegates</i> <i>Committee Reports</i> <i>Officer Reports</i> <i>Elections</i>
11:15 am – 12:30 pm	<b>Joint Closing Session</b> <i>Seating of Delegates</i> <i>Joint Action Report</i> <i>Convention Site/ Eighth Note</i> <i>Awards</i> <i>Closing Announcements</i>

# II. Session Minutes

***Friday, April 5, 2013***

***Joint Opening Session***

**Joint Opening Session called to order at 7:30PM.**

Introduction of Dr. Dunnigan- Welcome

**National Officials**

***Tau Beta Sigma***

- National Vice President for Colonization and Membership: **Nicole Sanchez**
- National Vice President for Special Projects: **Kevin Earnest**
- Tau Beta Sigma Alumni Association Service Chair: **Stephanie Salazar**
- National Historian and member of the Board of Trustees: **Lisa Croston**

***Kappa Kappa Psi***

- National Vice President for Colonization and Membership: **Christine Beason**
- National Vice President for Programs: **Jack Lee**
- Board of Trustees Members: **Dr. Kirk Randazzo and Chris Haughee**
- Kappa Kappa Psi Alumni Association Board of Directors: **Craig McClure**
- National Vice-Chair & Finance Chair of the Kappa Kappa Psi Alumni Association Board of Directors:  
**Eric Morson**
- National Alumni Historical and Development Coordinator: **Aaron Moore**
- Kappa Kappa Psi National Chapter Field Representative: **Zeb Watkins**

**Special Guests**

***Tau Beta Sigma***

- Past National Vice President of Special Projects 2009-2011 biennium:  
**Kathryn Garrett Kelley** (Eta Delta Chapter, Howard University)
- Immediate Past Southeast District President for 2011-2012:  
**Rachel Kerley** (Epsilon Alpha Chapter, University of South Carolina)

- Past Southeast District President for 2009-2010, 2010-2011:  
**Stephen Burt** (Epsilon Alpha Chapter, University of South Carolina)
- Past Southeast District Vice President of Special Projects 2010-2011, 2011-2012:  
**Rene Mark** (Beta Xi Chapter, University of Florida)
- Past North Central District President:  
**Skylar Buffington** (Beta Sigma, Purdue University)
- Alumni member: **Michel Causey** (Alpha Omega Chapter at Florida State University)

### **Kappa Kappa Psi**

- Past National President for the 1989-1991 biennium:  
**Ken Corbett** (Zeta Chi, University of South Carolina)
- Past National President for the 1997-1999 biennium:  
**Scott Stowell** (Alpha Eta, University of Florida)
- Southwest District Governor: **John Graham** (Epsilon Chi, University of Arkansas- Pine Bluff)

## **2012-2013 Southeast District Officers**

### **Tau Beta Sigma**

- Vice President of Membership: **Kevin Brenner** (Eta Phi Chapter, Vanderbilt University)
- Vice President of Special Projects: **Belinda Baker** (Theta Lambda Chapter, Auburn University)
- Secretary: **Rebecca Snead** (Beta Xi Chapter, University of Florida)
- Treasurer: **Salvatore Parillo** (Zeta Psi Chapter, University of Central Florida)
- Parliamentarian: **Stephen Richards** (Epsilon Theta Chapter, Georgia Institute of Technology)
- Historian: **Lindsay Meyers** (Zeta Psi Chapter, University of Central Florida)
- District Counselor: **Renee Cartee** (Zeta Psi Chapter, University of Central Florida)
- District Counselor: **Crystal Wright** (Theta Iota Chapter, Alabama A & M University)
- President: **Lee Commander** (Alpha Omega Chapter, Florida State University)

### **Kappa Kappa Psi**

- Vice President: **Richard Martin** (Pi Chapter, Auburn University)
- Secretary/ Treasurer: **Kevin Diana** (Alpha Eta Chapter, University of Florida)
- Member at Large: **Tyrone Tarplin** (Lambda Omicron, Valdosta State University)
- District Governor: **Evan Thompson** (Zeta Chi Chapter, University of South Carolina)
- District Governor: **Dr.Craig Aarhus** (Pi Chapter, Auburn University)
- President: **Emma Ashley** (Eta Sigma Chapter, University of Central Florida)
- Parliamentarian: **Don Ruger** (Kappa Tau Chapter, University of South Florida)



**Regional Representatives (Kappa Kappa Psi):**

- Dani Case** (Mu Beta chapter, Florida Atlantic University)
- Michael Logan** (Theta Lambda Chapter, University of Memphis)
- Dareic Tinsley** (Iota Zeta chapter, North Carolina A&T University)

**Song Leader** (Kappa Kappa Psi)

*JT Patrick* (Gamma Nu Chapter at Florida State University)

**Joint Action Chairpersons**

**Kappa Kappa Psi**

*Michael Trimm*: (Kappa Tau, University of South Florida)

**Tau Beta Sigma**

*Jayla Nowlin*: (Theta Zeta, North Carolina Agricultural and Technical University)

**Bid for 2014 Southeast District Convention**

*Iota Chapter of Kappa Kappa Psi and Epsilon Theta Chapter of Tau Beta Sigma*  
(Georgia Institute of Technology)

**Bid for Eighth Note**

None

**Announcements**

- Belinda: March for Music Shirt and Bottle for \$5
- Salvatore-: 50/50 Raffle: \$1 Tickets
- Lauren (Host Chapters): Room Changes

## *Separate Opening Session*

**Session called to order at 8:06pm.**

**Attendance:**

*Present:*

Alpha Omega  
Beta Xi  
Gamma Epsilon  
Delta Theta (Late)  
Epsilon Alpha  
Epsilon Theta  
Epsilon Lambda  
Epsilon Xi  
Zeta Kappa  
Zeta Tau  
Zeta Psi  
Eta Xi  
Eta Phi  
Theta Zeta  
Theta Lambda  
Theta Upsilon  
Iota Nu  
Iota Xi  
Iota Rho

*Absent (Sat):*

Beta Tau (Theta Lambda)  
Gamma Eta (Epsilon Xi)  
Epsilon Chi (Epsilon Alpha)  
Zeta Beta (Zeta Tau)  
Zeta Iota (Zeta Psi)  
Eta Beta (Eta Phi)  
Eta Lambda (Theta Zeta)  
Eta Omicron (Theta Upsilon)  
Theta Gamma (Iota Xi)  
Theta Iota (Epsilon Xi)  
Theta Nu (Iota Rho)  
Theta Rho (Zeta Psi)  
Theta Chi (Iota Nu)

Iota Gamma (Gamma Epsilon)  
Iota Delta (Iota Xi)  
Iota Zeta (Epsilon Alpha)  
Iota Lambda (Epsilon Lambda)  
Iota Mu (Eta Phi)  
Iota Omicron (Epsilon Theta)  
Iota Sigma (Iota Nu)

**List ENDED on Iota Xi. Next is Iota Omicron.**

**Intent to Run**

*Shannon Matthews, Epsilon Alpha- President*  
*Belinda Baker, Theta Lambda- President*  
*Salvatore Parillo, Zeta Psi- Secretary*  
*Christa Hall, Epsilon Alpha- Vice President of Membership*  
*Madeline Hood, Theta Zeta- Vice President of Special Projects*

**Announcements**

*Belinda Baker- M4M Water Bottle and Shirt for \$5*  
*Salvatore Parillo- 50/50 Raffle, tickets are \$1; T-shirts gray for \$10, blue for \$5*  
*Lisa Croston- Board of Trustees selling Wava tribute pins for \$15*

*Motion to accept Roberts Rules of Order as the parliamentary authority for this convention*

Motion: Epsilon Alpha  
Second: Gamma Epsilon  
Motion Passes

*Motion to dispense with the reading of the 2012 SED Convention Minutes*

Motion: Zeta Psi  
Second: Eta Xi  
Motion Passes

*Motion to approve the minutes as published by the 2012-2013 SED Secretary Rebecca Snead*

Motion: Alpha Omega  
Second: Zeta Iota  
Motion Passes

*Motion to Recess until 8 AM Saturday, April 6<sup>th</sup>*

Theta Nu  
Zeta Kappa

# ***Saturday, April 6, 2013***

## **Separate Session**

**Session called to order at 4:35 pm.**

### **Late**

Zeta Beta

### **Changes**

Official delegate sat for Epsilon Chi

Official delegate sat for Zeta Iota

Official delegate sat for Eta Lambda

Official delegate sat for Theta Gamma

Official delegate sat for Theta Iota

Official delegate sat for Theta Rho

Official delegate sat for Theta Chi

Official delegate sat for Iota Lambda

Official delegate sat for Iota Mu

### **Proxies:**

Beta Tau (Theta Lambda)

Gamma Eta (Epsilon Xi)

Zeta Beta (Theta Zeta)

Eta Beta (Eta Phi)

Eta Omicron (Theta Upsilon)

Theta Nu (Iota Rho)

Iota Gamma (Gamma Epsilon)

Iota Delta (Iota Xi)

Iota Zeta (Epsilon Alpha)

Iota Omicron (Epsilon Theta)

Iota Sigma (Iota Nu)

### **Reports:**

#### **Committee on Membership**

*Motion to approve the report of the 2013 Committee on Membership*

Motion: Gamma Epsilon

Second: Theta Nu

Motion Passes

### **Committee on History and Sisterhood**

*Motion to approve the report of the 2013 Committee on History and Sisterhood*

Motion: Iota Rho

Second: Epsilon Xi

Motion Passes

### **Committee on Programs and Music Support**

*Motion to approve the report of the 2013 Committee on Programs and Music Support*

Motion: Theta Rho

Second: Beta Tau

Motion Passes

### **Committee on Ways and Means**

*Motion to approve the report of the 2013 Committee on Ways and Means*

Motion: Alpha Omega

Second: Iota Mu

*Motion to correct the spelling of "Scrapboook" to "Scrapbook"*

Gamma Epsilon

Second Theta Chi

Motion Passes

Motion Passes

### **Meet and Greet/ Q & A Session**

Treasurer: None

Vice President of Special Projects: *Madeline Hood*

Vice President of Membership: *Christa Hall*

President: *Belinda Baker*

Motion to extend time by 2 minutes for Belinda Baker

Motion: Gamma Epsilon

Second: Epsilon Lambda

Motion Passes

President: *Shannon Matthews*

Motion to extend time by 2 minutes for Shannon Matthews

Motion: Gamma Epsilon

Second: Epsilon Chi

Motion Passes

### **Officer Reports**

*Motion to approve the report of the 2012-2013 SED Secretary*

Motion: Beta Xi

Second: Theta Nu

Motion Passes

*Motion to approve the report of the 2012-2013 SED Historian*

Motion: Zeta Psi

Second: Theta Iota

Motion Passes

*Motion to approve the report of the 2012-2013 SED Vice President for Special Projects*

Motion: Theta Lambda

Second: Theta Zeta

Motion Passes

*Motion to approve the report of the 2012-2013 SED Vice President for Membership*

Motion: Eta Phi

Second: Eta Beta

Motion Passes

**Announcements:**

**National Officer intent to run**

*President: Nicole Sanchez*

*VPCM: Kevin Earnest*

*VPCR: Skylar Buffington*

*VPCM: Dr. Kathryn Garrett Kelly*

**Chapters Planning on Attending National Convention**

Alpha Omega

Beta Xi

Gamma Epsilon

Epsilon Alpha

Epsilon Theta

Zeta Beta

Zeta Iota

Zeta Kappa

Zeta Psi

Eta Xi

Eta Phi

Theta Zeta

Theta Upsilon

Theta Chi

*Motion to recess until Sunday morning at 8am*

Motion: Beta Tau

Second: Iota Omicron

Motion Passes

***Sunday, April 7, 2013***

***Closing Separate Session***

**Session called to order at 8:00am.**

**Attendance:**

*Late:*

Delta Theta

Theta Nu

Iota Rho

Theta Nu

Iota Rho

Eta Lambda

Epsilon Xi

Iota Zeta

Zeta Kappa

Theta Rho

*Proxies:*

Beta Tau (Theta Lambda)

Gamma Eta (Epsilon Xi)

Zeta Beta (Theta Zeta)

Eta Beta (Eta Phi)

Eta Omicron (Theta Upsilon)

Theta Nu (Iota Rho)

Iota Gamma (Gamma Epsilon)

Iota Delta (Iota Xi)

Iota Zeta (Epsilon Alpha)

Iota Omicron (Epsilon Theta)

Iota Sigma (Iota Nu)

**Question/ Q&A**

**Secretary: Ashley Williams**

*Motion to extend the time by 2 minutes*

Motion Beta Xi

Second Iota Lambda

Motion Passes  
**Secretary: Salvatore Parillo**

### **Committee Reports**

#### **Jurisdictions**

*Motion to STRIKE Article II, Section 10, Part iii. and to add sections A and B*

Motion: Epsilon Alpha

Second: Iota Mu

Motion Passes

*Motion to add "at joint opening" to the end of Number 2 on page 8 of the District Operations Manual*

Motion: Epsilon Alpha

Second: Beta Tau

Motion Passes

*Motion to add sub part d. to page 9 section 6 part 4*

Motion: Epsilon Alpha

Second: Iota Zeta

Motion Passes

*Motion to change article 3 section 2 from number 1 to number 2*

Motion: Epsilon Alpha

Second: Zeta Iota

Motion Passes

*Motion to approve the report of the 2013 Committee on Jurisdictions*

Motion: Epsilon Alpha

Second: Gamma Epsilon

Motion Passes

#### **Nominations**

##### **Slate Presented:**

President: Belinda Baker

VPM: Christa Hall

VPSP: Shannon Matthews

Secretary: Ashley Williams

Treasurer: None

*Motion to approve the report of the 2013 Committee on Nominations*

Motion: Eta Xi



Second: Iota Lambda  
Motion Passes

*Motion to approve the nominations for district council slate for 2013-2014*

Motion: Eta Xi  
Second: Theta Zeta  
*Motion to have a 5 minute caucus*  
Motion: Iota Zeta  
Second: Eta Beta  
Motion Passes  
Motion Fails

### **Nominations/ Elections**

*President: Belinda Baker, Shannon Matthews*

**Result: Belinda Baker**

*Vice President of Membership: Christa Hall*

*Motion to vote by acclamation*

Motion: Epsilon Alpha

Second: Gamma Eta

Motion Passes

**Result: Christa Hall**

*Vice President of Special Projects: Shannon Matthews, Salvatore Parillo, Madeleine Hood*

*Motion to have a 2 minute speech and 5 minute question and answer for*

*Vice President of Special Projects*

Motion: Iota Zeta

Second: Gamma Eta

Motion Fails

*Motion to have a 2 minute caucus*

Motion: Gamma Epsilon

Second: Iota Gamma

Motion Passes

*Motion to have a 3 minute question and answer for each candidate*

Motion: Zeta Psi

Second: Gamma Epsilon

Motion Passes

*Motion to extend time by two minutes for Shannon Matthews*

Motion: Theta Lambda

Second: Theta Zeta  
Motion Fails

*Motion to extend time by two minutes for Salvatore Parillo*  
Motion: Beta Tau  
Second: Iota Lambda  
Motion Fails

*Motion to extend time by two minutes for Madeleine Hood*  
Motion: Theta Zeta  
Second: Zeta Psi

*Motion to amend to allow time to answer the current question for Madeleine Hood*  
Motion: Epsilon Alpha  
Second: Zeta Psi  
Motion Passes

*Motion to have a 2 minute caucus*  
Motion: Beta Tau  
Second: Theta Chi  
Motion Fails

**Result: (1<sup>st</sup> vote) No majority- Runoff: Shannon Matthews and Madeleine Hood;  
(2<sup>nd</sup> vote) Shannon Matthews**

*Secretary: Salvatore Parillo, Ashley Williams*  
*Motion to have a 2 minute question and answer session for each candidate*  
Motion: Theta Iota  
Second: Theta Zeta  
Motion Fails

**Result: (1<sup>st</sup> vote)- Inconclusive**  
*Motion to have a 5 minute question and answer session*  
Motion: Zeta Psi  
Second: Iota Rho

*Motion to amend to a 3 minute question and answer session*  
Motion: Iota Zeta  
Second: Gamma Epsilon  
Motion Passes

*Motion to allow Sal Parillo to finish his answer for the current question*  
Motion: Zeta Tau  
Second: Iota Lambda  
Motion Passes

**Result: (2<sup>nd</sup> vote)- Ashley Williams**

*Treasurer: Salvatore Parillo*

*Motion to have a 2 minute caucus*

Motion: Beta Xi

Second: Beta Tau

Motion Fails

*Motion to have a 2 minute question and answer*

Motion: Iota Delta

Second: Delta Theta

Motion Fails

*Motion to elect by acclamation*

Motion: Zeta Beta

Second: Zeta Psi

Motion Passes

Vote by acclamation fails

**Result: Salvatore Parillo**

**Oath of Office to the 2013-2014 TBS Southeast District Council**

*President: Belinda Baker*

*Vice President of Membership: Christa Hall*

*Vice President of Special Projects: Shannon Matthews*

*Secretary: Ashley Williams*

*Treasurer: Salvatore Parillo*

**Officer Reports**

*Motion to approve the officer report of the 2012-2013 SED Parliamentarian*

Motion: Epsilon Theta

Second: Eta Beta

Motion Passes

*Motion to approve the officer report of the 2012-2013 SED Treasurer*

Motion: Zeta Psi

Second: Iota Sigma

Motion Passes

*Motion to approve the report of the SED Counselor, Renee Cartee*

Motion: Zeta Psi

Second: Iota Xi

Motion Passes

*Motion to approve the report of the SED Counselor, Crystal Wright*

Motion: Theta Iota  
Second: Alpha Omega  
Motion Passes

*Motion to approve the officer report of the 2012-2013 SED President*

Motion: Alpha Omega  
Second: Epsilon Lambda  
Motion Passes

*Motion to adjourn the closing separate session of the 2013 Southeast District Convention*

Motion: Alpha Omega  
Second: Beta Xi  
Motion Passes

## **Joint Closing Session**

**Session called to order at 11:18am.**

### **Attendance**

*Absent*

Zeta Beta

*Motion to approve the committee report for the committee on joint actions*

Motion (TBS) - Epsilon Lambda  
Second (KKPsi) - Eta Sigma  
Motion Passes

*Motion to approve the slate for the 2014 SED Convention host*

Motion (KKPsi) - Iota  
Second (TBS) - Epsilon Theta

*Motion to vote (call the question)*

Motion (TBS): Zeta Psi  
Motion (KKPsi): Nu Omega  
Motion Passes  
TBS Motion Passes  
KKPsi Motion Passes

## **2013-2014 Southeast District Council**

### **Kappa Kappa Psi**

*-President: **Kyle Sullivan** (Alpha Eta, University of Florida)*

*-Vice President: **Joseph Carey** (Iota Zeta, North Carolina A&T University)*

*-Secretary/Treasurer: **Dustin Ingram** (Iota, Georgia Tech)*

-Member At Large: **Adrian Guess** (Epsilon, Mississippi State University)

### **Tau Beta Sigma**

-President: **Belinda Baker** (Theta Lambda, Auburn University)

-Vice President of Membership: **Christa Hall** (Epsilon Alpha, University of South Carolina)

-Vice President of Special Projects: **Shannon Matthews** (Epsilon Alpha, University of South Carolina)

-Secretary: **Ashley Williams** (Epsilon Chi, South Carolina State University)

-Treasurer: **Salvatore Parillo** (Zeta Psi, University of Central Florida)

*Motion to adjourn*

Motion (TBS) - Alpha Omega

Second (KKPsi) - Gamma Nu

Motion Passes

**Session adjourned at 11:53AM.**

# III. Committee Reports



# TAU BETA SIGMA



2013 SOUTHEAST DISTRICT CONVENTION

---

## Committee on Joint Actions Report

### Committee Chair:

Jayla Nowlin

Theta Zeta, North Carolina Agricultural and Technical University

### Committee Advisor:

-Renee Cartee: Zeta Psi, University of Central Florida

### Charges to Committee:

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.

### Implementation of Charges:

1. We reviewed the report from the 2012 Joint Action Committee.
2. Two bids were received to host the 2014 Southeast District Convention:
  - a. The chapters of Iota (KKPsi) and Epsilon Theta (TBSigma) at the Georgia Institute of Technology.
  - b. The chapters of Mu Eta (KKPsi) and Iota Lambda (TBSigma) at the University of North Carolina Chapel Hill.
3. We analyzed each bid, and developed a series of questions based on the individual bid.
  - a. During the interview, the bidders were presented a few questions which addressed the following concerns:
    - i. Banquet: Location, date, capacity, and price
    - ii. Calculation of travel times between each building and restaurant locations
    - iii. Logistics of registration designated host hotels
    - iv. Ability of reserving a possible numbers of rooms at the hotel

- v. Possible plan for technology issues
- vi. Transportation accessibility on and off campus
- vii. Budget planning

- b. Both bids were outstanding and each chapter involved is to be commended for their hard work in developing their respective bids.
- c. After the interviews and further discussion, the committee voted to slate the bid from the chapters of Iota (KKpsi) and Epsilon Theta (TBSigma) at the Georgia Institute of Technology.

4. Possible Improvements for SED convention:

- a. Increase the registration stations available, especially on Saturday morning.
- b. Allow time for dinner on Friday evening.
- c. Communicate room changes more clearly to the delegation.
- d. Have the counsel consider not seating delegates until Saturday, unless there is business to be conducted on Friday.
- e. Have delegate seating as a separate event from the general delegation.
- f. Allow more time in between sessions in order to facilitate fellowship.
- g. Add a social aspect on the first day.
- h. Have members from the host chapters available to give directions, possibly in a brightly colored host chapter shirt.
- i. Have better signage directing attendees to various locations on campus.
- j. Have at least one session where delegates can attend workshops instead of just the committee meeting.
- k. Close the marketplace during workshops and sessions in order to improve attendance at events.
  - l. Move marketplace indoors or having a place where merchandise can be stored during sessions/breaks.

5. Possible improvements for DLC and how to make it more joint:

- a. Have a longer lunch break because attendees felt rushed to be back on time.
- b. DLC has evolved greatly over the past several years, and those involved in planning should be commended.
- c. Hold workshops exclusively for membership candidates, since there seems to be a higher attendance of candidates.
- d. Singing the joint hymn together was a way to improve joint relations.
- e. Offer Joint workshops when topics apply to both groups or promote the fact that workshops are open to both.

6. There were no bids to host the 2014 Eight Note.

a. Per the Tau Beta sigma SED Constitution of Article VI Section 1, b *“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 Eight Note or may elect not to have it that year”.*

b. Since no bids were submitted the deadline will be made by the District Council.

7. We discussed the relevance and success of the Eight Note.

a. TBSigma Ways and Means committee chair approached TBSigma chair to discuss budgeting for making Eighth Note online only.

b. The joint committee is not opposed to moving the Eight Note online.



- c. The Eighth Note is still needed and is used for to post, but needs to be made more important and accessible to each chapter.
  - d. The committee discussed the idea of making the Eighth Note a website (similar to how The Podium is set up) where articles can be posted and viewed.
  - e. It was discussed that if this occurs, to move responsibility to district webmasters.
  - f. An idea was proposed to have the curator of the system select certain articles for publication through an email newsletter.
  - g. The Committee feels as if no incentive should be needed for members to submit articles.
  - h. With an easier submissions system, and a publication that is read by more people, the committee hopes that more articles may be submitted.
10. We were unable to evaluate the reading band and auxiliary clinic as implemented in 2013, due to these events being scheduled after the conclusion of Committee Meetings.
11. We analyzed a bid document developed by Tau Beta Sigma:
- a. A Lump sum fee is preferred for the following reasons:
    - i. Ensure that bidder has financial stability.
    - ii. Easier registration and speedier check -in process.
  - b. We recommend that the document be updated in regards to example attendance based on recent convention attendance.
  - c. We recommend that there should be an average travel time and distance from all chapters for bid.

**Charges to the 2014 Committee on Joint Actions:**

1. Review the report from the 2013 Joint Action Committee.
2. Analyze the bid guidelines document, as required by the Tau Beta Sigma SED Operations Manual.
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. Discuss ways to improve joint relations at SED Convention.
6. Provide recommendations to the District Council on ways to improve DLC.
7. Analyze the joint activities at DLC, and discuss ways to improve them.
8. If necessary, interview Eighth Note bidders and present a slate to the joint delegation at the closing Joint Session.
9. Analyze and discuss the progress of the Eighth Note.
10. Discuss the proposed new Eighth Note format and its implementation for the coming year.
11. Evaluate the reading band and auxiliary clinic as implemented in 2014.

**Charges to the 2013-2014 Joint District Councils**

1. Make necessary preparations and discussions for the proposed new Eighth Note format.
2. Work with appropriate committees to see Constitutional and other necessary changes made.

**Charges to the 2014 Jurisdiction Committee**

1. Make necessary Constitutional changes to allow for new proposed Eighth Note format.
2. Adopt the Tau Beta Sigma Bid Documents as part of the Kappa Kappa Psi SED Constitution.

Respectfully Submitted,

**Committee Chair:**

*Jayla Nowlin* (Tau Beta Sigma, Theta Zeta, North Carolina A&T State University)

**Committee Advisor:**

*Renee Cartee* (Zeta Psi, Tau Beta Sigma Southeast District Counselor Committee Member)

**Committee members:**

Eta Phi

Iota Nu

Iota Sigma



# TAU BETA SIGMA



2013 SOUTHEAST DISTRICT CONVENTION

---

## Committee on Jurisdiction Report

### Committee Chair:

Shannon Matthews

Epsilon Alpha, University of South Carolina

### Committee Advisors:

-Stephen Richards- Epsilon Theta, Georgia Institute of Technology

-MiChel Causey- Alpha Omega, Florida State University

### Charges to Committee:

1. Review the wording of the Chapter Scrapbook Contest and District Scrapbook guidelines under Historians job description and make it more cohesive.
2. Consider adding to District Operations Handbook that for any chapters who wishes to host a convention or DLC but isn't financial stable they must also submit a bid to Rainy Day Fund at the time their bid is placed for hosting
3. Consider Rewording Joint Action purposes in order to better enunciate the proper conduct of this committee
4. Work with Joint Action to determine an amount time before convention for SED Hosts packets to be turned in as opposed to the conclusion of the first separate session.

### Implementation of Charges:

**Article II Section 10, Part d: Strike iii., and add a and b. shortening the deadline from 6 weeks to 3 weeks for scrapbook submission and adding a time at district that scrapbook pages have to be submitted by.**

- 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.
  - a. All pictures must be collected three weeks prior to the Convention date,
  - b. All chapters submitting scrapbook pages must submit them by Second Separate Session at convention.

OLD- 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.

**Page 8 of the Operations manual, How to Bid for Southeast District Convention, number 2: add “at joint opening” as a time for when bid packets must be presented to both Joint Action Committee chairs**

#### **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 both Joint Actions Committee Chairs, the information contained in the bid packet, at joint opening.

- OLD - 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.

**Page 9, section vi, part 4: add sub-part d.**

- 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

d. After consulting with sponsor and DOB, chapters found to be in need of financial assistance must submit an application to the rainy day fund

3. Be prepared to discuss all sections of the packet with the Convention Site Committee

OLD - 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

**Article III, Section 2. Strike all text and replace with the following text:**

2. The Joint Actions Committee (JAC) shall be subject to the guidance of both organizations’ District Executive Councils and the District Governors and Counselor(s). The membership shall be composed of both Kappa Kappa Psi and Tau Beta Sigma and will deal with the joint affairs of the District. These affairs shall include evaluating and reviewing bids for District convention and *The Eighth Note* and recommending the respective host chapters for each.

OLD - 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.)

- **Charges to the 2014 Committee on Jurisdictions:**
  1. Read the minutes of the 2013 jurisdiction committee meeting
  2. Come up with a working deadline for submitting SED bid packets online (recommendation: one week prior to convention)
  3. Review the part of the constitution that covers funding of *The Eighth Note*
  
- **Charge to the 2014 SED Council:**
  1. Create an SED packet as a PDF

Respectfully Submitted,

**Committee Chair:**

***Shannon Matthews*** - Epsilon Alpha, University of South Carolina

**Committee Advisors:**

***Stephen Richards***: Epsilon Theta, Georgia Institute of Technology

***MiChel Causey***: Alpha Omega, Florida State University

**Committee Members:**

***Keya Hughey*** (Epsilon Chi, South Carolina State University)

***Meaghan Michalchuk*** (Iota Mu, University of Memphis)

***Courtney Hart*** (Theta Upsilon, Winston Salem State University)

***Katie Muscedere*** (Zeta Psi, University of Central Florida)

**Attendance:**

Theta Upsilon

Theta Zeta

Iota Mu

Alpha Omega

Eta Phi

Epsilon Theta

Epsilon Alpha

Theta Iota

Zeta Psi

Epsilon Chi



# TAU BETA SIGMA

## 2013 SOUTHEAST DISTRICT CONVENTION



---

### Committee on Membership Report

#### Committee Chair:

Will Smith

Gamma Epsilon, University of Miami

#### Committee Advisors:

-Kevin Brenner: Eta Phi, Southeast District Vice President of Membership

-Nicole Sanchez: Delta Eta, National Vice President of Membership

#### Charges to Committee:

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.

#### Implementation of Charges:

1. We read the minutes from the 2012 Committee on Membership report. We then read over the charges for the 2013 Committee on Membership.



2. We discussed the lack of a membership database and discussed what we would want to find in such a database.
  - a. We determined that we would like to have the membership database be a forum (hosted on either Facebook or the new SED website) where chapter VPMs can discuss membership-related issues, share experiences, and offer advice.
  - b. We discussed the District VPM using contact information from Nationals to invite chapter VPMs to participate in this forum.
3. We discussed the merits of a template for MEPs versus a list of required questions.
  - a. We determined that an “SED MEP Rubric”, which would provide a list of questions to be addressed in the MEP, was the best solution to address certain questions while not hindering chapter creativity and individuality. (“Your MEP should address each of the following...”)
  - b. We determined that, using the contact information from Nationals, the District VPM would send the SED MEP Rubric
4. We discussed the Continuing Membership Education Program (CMEP) and the lack of district knowledge of chapter CMEPs.
  - a. We determined that addressing the CMEP in the SED MEP Rubric would encourage chapters to work towards on their CMEPs.
  - a. “What does your Continuing Membership Education Program (CMEP) involve? Please elaborate. What are the goals of your chapter’s CMEP? How could your chapter’s CMEP be improved?”
5. We discussed encouraging chapter VPMs to maintain typed records of edits and changes to their chapter’s MEP, as well as advice to future VPMs.

**Charges to the 2013-2014 SED Vice President of Membership:**

1. Obtain contact information for SED chapter VPMs.
2. Using this contact information, facilitate discussion between chapter VPMs regarding SED chapter membership, whether through a forum or Facebook group (aka the SED Membership Database).
3. Continue to communicate MEP collection deadlines early to SED chapters.
4. Share successful MEPs with SED Chapter VPMs if granted permission by the chapter.
5. Create a Southeast District MEP Rubric, containing a list of questions that must be answered in the MEP.
6. Implement a discussion between chapter VPMs regarding Continuing Membership Education Programs and their documentation.
7. Encourage chapter VPMs to maintain typed records of edits and changes to their chapter’s MEP, as well as advice to future VPMs.

## **Charges to the 2014 Committee on Membership**

1. Review the 2014 Committee on Membership Report.
2. Review effectiveness and usage of the new Membership Database, and whether it is a successful project.
3. Evaluate the success of the Southeast District MEP Rubric, including the CMEP component.
4. Create charges for the 2014-2015 Committee on Membership and Southeast District Officers (if applicable).

Respectfully Submitted,

### **Committee Chair:**

***Will Smith:*** Gamma Epsilon, University of Miami

### **Committee Advisors:**

***Kevin Brenner:*** Eta Phi, Southeast District Vice President of Membership

***Nicole Sanchez:*** Delta Eta, National Vice President of Membership

### **Committee Members:**

Eta Lambda

Theta Nu

Theta Chi



**TAU BETA SIGMA**  
**2013 SOUTHEAST DISTRICT**  
**CONVENTION**



---

**Committee on Programs and Music Support**  
**Report**

**Committee Chair:**

Taesian Holloman

Theta Rho, Bethune-Cookman University

**Committee Advisors:**

-Kevin Earnest: Gamma Mu, National Vice President of Special Projects

-Belinda Baker: Theta Lambda, Southeast District Vice President of Special Projects

Charges to Committee:

1. Review the 2012 SED Programs and Music Support Committee Report.
2. Review Concerto Competition and discuss its continued support.
3. Find an alternative for the competition or finding new ways of supporting the YCC.
4. Discuss other worthwhile district projects.

Implementation of Charges:

1. Concerto Competition- informally voted to continue with the TBS SED CC, implementing more publicity for the project.
  - a. Instagram- Possibly adding a TBS SED Instagram to broadcast info to district, due to the popularity of the app.
  - b. Adding incentives for chapters to gain more applicants for the program.

- i. Most creative publication of deadlines for contest
    - ii. Chapter recognition for the chapter with the most applicants to contest
    - iii. Integrating other Greek musical organizations for publicity, PMA/SAI
  - c. Keep social media that we use, as well as snail mail, due to the physical nature of the medium. Not taking away any, just adding.
2. YCC- discussed the program and decided that since the project was not successful then, it will not be now.
- a. Due to lack of participation, the committee on Programs and Music Support viewed the contest as a fruitless effort to bring to music and it's related qualities to the non-ITB in the region.

### 3. National Programs

#### a. Scouting for Music

- i. Promoting the program throughout district, offering recognition to chapters who participate.

#### b. Involving our district with the local and regional youth.

- i. Looking into making the Reading Band Concert/Opening Concert free to the public and advertising for it. Also, singing our TBS/KKY/Joint Hymns at this concert to encourage not only instrumental music, but vocal.

### 4. Service in Schools Month- This is a new idea in which all chapters would be encouraged to participate in some event at a local school (elementary, middle or high).

#### a. Participate 2 times per month?

#### b. Decide between Fall/Spring, noting the busyness of schedules and planning with schools.

#### c. Also think about the amount of times per month/semester.

## 5. Service in Music Month

- a. Incentives and recognition
- b. Chapters send in pictures during the month, the chapter with the most creative ideas and pictures, gets published on website or Eighth Note

## 6. Service Database

- a. Not used. Use it. It's a great resource for chapters who are "stuck in a rut," doing the same service projects every year, to broaden their horizons and implement new projects.
- b. This is also a great way to get recognized for your hard work as a chapter.

## 7. Eighth Note- Love it.

- a. Chapter's submit "MLSS" (Music, Leadership, Service, Sisterhood) activities from the semester and the chapter with all 4 submitted and the best ideas is selected as the "Outstanding Chapter of the Semester."
- b. Giving this chapter a 2 page spread in the Eighth Note (if possible) would ignite a competitive edge while broadcasting a chapter's excellent work.

## 8. Website/Webmaster- Love the new website. It is on [tbssed.org](http://tbssed.org).

- a. Compiling info to one location.

### Charges to the 2014 Committee on Programs and Music Support:

1. Review the current VPSP's projects as well as investigate new worthwhile projects for the district.

### Charges to the 2013-2014 TBS SED VPSP

1. Continue the Concerto Competition and develop and implement ways to recognize chapters who generate the most applicants through effective publicity. (As a means of tracking, include a question on the application to denote which chapter informed the applicant of the contest.)
2. Develop and implement ways to recognize chapters who are outstanding participants of Service and Music Month.

3. Consider encouraging chapters to use the forum on the new SED website as a catalog of special projects and take advantage of the service project database.

4. Investigate and create a new district program for partnering with high school band service organizations (such as Tri-M or local clubs) to build relationships between Tau Beta Sigma chapters and high school bands. Present the proposal to the 2014 Programs and Music Support committee for potential district-wide implementation.

#### Charges to the 2013-2014 TBS SED Council

1. Consider making a TBS SED Instagram account to utilize new trends in social media, to reach more members of the SED, and to increase participation in district projects and events.

#### Charges to the SED Webmaster

1. Consider improving mobile access to the SED Website through developing a mobile app.

2. Enable the SED Council to stop using tumblr through compiling all social media feeds to the SED Website.

#### Other Notes

Because of lack of time, this idea was not discussed with the full committee and is to the Council to decide whether to consider the idea:

1. Each semester, encourage chapters to submit articles to the Eighth Note demonstrating their own exemplary fulfillment of each portion of the MLSS (Music, Leadership, Service and Sisterhood) framework. Evaluate and recognize the outstanding SED chapter, based on these submissions, with a two-page spread in the Eighth Note.

Respectfully Submitted,

#### **Committee Chair:**

***Taesian Holloman:*** Theta Rho, Bethune Cookman University

#### **Committee Advisors:**

***Kevin Earnest:*** Gamma Mu, National Vice President of Special Projects

***Belinda Baker:*** Theta Lambda, Southeast District Vice President of Special Projects

#### **Committee Members:**

Theta Rho

Epsilon Xi

Zeta Iota

Iota Xi

Theta Lambda

Eta Beta



# TAU BETA SIGMA

2013 SOUTHEAST DISTRICT CONVENTION



---

## Committee on Nominations Report

### Committee Chair:

Liz Iannacone

Eta Xi, Georgia Southern University

### Committee Advisors:

-Crystal Wright: Southeast District Counselor

- Rachel Kerley: Immediate Past Southeast District President

### Charges to Committee:

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.
7. Create a rubric in order to better guide the Nominations committee in selecting potential officers.

### Implementation of Charges:

1. We reviewed the nominations report from the 2012 SED convention
2. We reviewed and decided on questions to ask the Candidates. They are listed below.
  - a. Questions for each candidate:
    1. What other responsibilities will you have and how will district office fit into your overall schedule?
    2. If not elected for the position you are running for, would you be willing to serve in any other positions? Are there any specific questions?



3. Which of the eight and five do you feel personifies you the most and how would you incorporate it into your office?
4. 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?
5. What is your vision for the 2013/2014 council?
6. How would you transfer your passion for Tau Beta Sigma within your chapter to the district level?

b. Office specific questions

1. President: What will you bring to the position of district president to enhance the district overall? What leadership positions experiences have you had that will benefit you in this office?
2. VPM: How do you plan to communicate with colonies and chapters to actively recruit and retain members?
3. VPSP: If you had one program you would want to implement in the district what would it be? How would you make the program successful? (finding, implementation, attendance)
4. Secretary: What is an example of an event or project that you had a role in organizing that demonstrates your organizational skills?
5. Treasurer: Have you ever created or implemented a budget? If so, what kind and how? Asked for an example fundraiser.

- c. **Clarification:** If candidate for office answers yes to whether they would serve in any other position, we then asked the subsequent questions for additionally listed positions.

3. We reviewed 2.03 – 2.09 of our Constitutions
4. We interviewed the candidates running for district office.
5. We discussed creating a rubric to be used for assessing the candidates running for district offices.
6. We created charges for the 2014 Nominations committee

**Charges to the 2014 Committee on Nominations:**

1. Review the Nominations report from the 2013 SED convention.
2. Review 2.03-2.09 of our district constitution so to understand the duties of each office.
3. Select the questions the committee intends to use to interview candidate.
4. Interview the candidates running for our district office.
5. If applicable, used rubric/scoring sheet that was created to guide evaluating candidates. Later, discuss its effectiveness and whether it should be continued.
6. Slate a person for the district offices

7. If applicable, create the charges for the 2015 Nominations Committee.

Respectfully Submitted,

**Committee Chair:**

***Liz Iannacone:*** Eta Xi, Georgia Southern University

**Committee Advisors:**

***Crystal Wright:*** Southeast District Counselor

***Rachel Kerley:*** Immediate Past SED President

**Committee Members:**

Delta Theta

Zeta Beta

Beta Xi

Iota Lambda

## Nominations Committee 2013 District Officer Slate

SED President..... Belinda Baker

SED Vice President of Membership..... Christa Hall

SED Vice President of Special Projects..... Shannon Matthews

SED Secretary..... Ashley Williams

SED Treasurer.....\_\_\_\_\_

- We have chosen **not to slate a candidate** because no one has applied for the position, and the committee felt that the other available candidates were not appropriately qualified. If the slate passes, the new District President will appoint a Treasurer with the SED council. If the slate does not pass, nominations from the floor can be made.



# TAU BETA SIGMA



2013 SOUTHEAST DISTRICT CONVENTION

---

## Committee on History and Sisterhood Report

### Committee Chair:

Dorias Lenore Brown

Iota Rho, Spelman College

### Committee Advisors:

-Lindsay Meyers: Zeta Psi, Southeast District Historian

-Lisa Croston: Alpha, National Historian

### Charges to Committee:

1. Review 2012 Committee on History and Sisterhood Report.
2. Work with Current Historian and Jurisdiction committee to clarify objectives of district scrapbook and chapter scrapbook contest.
3. Charge the next Historian to create new scrapbook that is of more common size and shape.
4. Create an official cheer for the Southeast District to be performed at 2013 Convention.
5. Review the obligations of the SED Historian position based on the changes that were made by the 2012 SED Committee on History and Sisterhood.
6. Collect SED history during the convention from various officers, on the district and national levels that were present at this year's SED convention.
7. Review the discussion on the quilting project from the 2011 Committee on History and Sisterhood Report.
8. Create charges for the 2013-2014 District Officers/Council.
9. Create charges for the 2014 Committee on History and Sisterhood.

### Implementation of Charges:

1. Reviewed the 2012 Committee on History and Sisterhood Report.
2. Worked to clarify objectives of the district scrapbook and chapter scrapbook contest.
  - a. As outlined in the Southeast District Constitution, the historian will document all SED events i.e. District Leadership Conference and South East District Convention
    - i. Document chapter events by retrieving pictures twice each semester from each chapter

- ii. Pictures will be sent to an SED photo bucket in order to be collaged
  - iii. A deadline of at least two weeks in advance
  - iv. Provide constant reminders to every chapter of upcoming deadlines in terms of Scrapbook Picture Submissions, Convention Scrapbook competition, and any other historian deadlines.
- 3. Created a SED cheer for 2013 National Convention
  - a. S – E – D, Greater bonds there'll never be (same rhythm as TBS cheer)
- 4. Reviewed the obligations of the SED Historian position based on the changes that were made by the 2012 SED Committee on History and Sisterhood
  - a. Added new obligations for the Historian
    - i. Research project on a piece of SED history, to be submitted to the National Archives
    - ii. Create a Photobucket account for ease of photo submissions
    - iii. Submit an article to the Podium and the Eight Note
- 5. Collected SED history during the convention from various officers, on the district and national levels that were present at this year's SED convention
  - a. Officers interviewed – Rachel Kerley (2011-2012 SED President), Stephen Burt (2009-2011 SED President), LaShika Williams (2008-2009 SED President)
  - b. Interview questions:
    - i. Chapter
    - ii. # of Years involved
    - iii. Instrument
    - iv. Current Location of Residence
    - v. Occupation
    - vi. How do you feel TBS has contributed to your life?
    - vii. Why did you choose to join TBS?
    - viii. What were the most memorable moments from your involvement in Tau Beta Sigma?
    - ix. How has the SED Changed since your time of involvement?
    - x. What were some major events that took place during your involvement in TBS?
- 6. Reviewed the discussion on the quilting project from the 2011 Committee on History and Sisterhood Report
  - a. Discussed instead creating a digital quilt that is created from photo submissions to form an SED collage.

**Charges to the 2014 Committee on History and Sisterhood:**

1. Review 2013 Committee on History and Sisterhood Report.
2. Review the obligations of the SED Historian position based on the changes that were made by the 2013 SED Committee on History and Sisterhood.
3. Discuss creating an SED Spike (along the lines of Shells).
4. Collect SED history during the convention from various officers, on the district and national levels that were present at this year's SED convention

**Charges to the 2013-2014 District Council**

1. Create a new scrapbook that is of more common size and shape.
2. Create a District Council Instagram to share activities with the rest of the District.

Respectfully Submitted,

**Committee Chair:**

***Dorias Lenore Brown:*** Iota Rho, Spelman College

**Committee Advisors:**

***Lindsay Meyers:*** Zeta Psi, University of Central Florida

***Lisa Croston:*** Alpha, National Historian

**Committee Members:**

Iota Rho

Theta Iota

Iota Omicron

Iota Gamma

Gamma Eta

Iota Delta

**In Attendance:**

Theta Zeta

Iota Zeta

Theta Upsilon

Epsilon Theta

Epsilon Alpha

Epsilon Xi



# TAU BETA SIGMA



2013 SOUTHEAST DISTRICT CONVENTION

---

## Committee on Ways and Means Report

### Committee Chair:

Kadee Atkinson

Alpha Omega, Florida State University

### Committee Advisors:

-Stephen Burt: Epsilon Alpha, Southeast District past President

-Salvatore Parillo: Zeta Psi, Southeast District Treasurer

### Charges to Committee:

1. Review the 2012 SED Ways and Means Committee Report.
2. Consider adding a line to the budget for the concerto contest winner allowing an allotment for travel and prize money.
3. Review the effectiveness of the previous reduction of officer monies.
4. Consider adding a line for Winter Council meeting in order to alleviate payment being taken from Officer Monies.
5. Add money to the Historian line fund.
6. Create a Parliamentarian line fund.
7. Consider adding line item of Eighth Note host for publishing.
8. Reassess the accessibility of the Rainy Day Fund.
9. Review the role of Treasurer and discuss future requirements of the office.
10. Discuss the efficiency of the District Treasurer contacting chapters.
11. Discuss the means of fundraising by the 2012-2013 SED Council and assess their performance and possible ideas for improvement.
12. Look at the special projects fund and find ways to increase donations.
13. Evaluate the district fundraising database and its effectiveness.
14. Review the proposed 2013-2014 budget.
15. Create charges for the 2013-2014 District Treasurer.
16. Create charges for the 2014 SED Ways and Means Committee.

### Implementation of Charges:

1. Motion to accept the report. All were in favor.
2. Concerto Contest Winner Allotment

- Discussion of finding room in budget
- Look up the budget proposal

### 3. Reduction of Monies

- Discussed how it was used
- Compared VP's position requirements vs. Treasurer and Secretary requirements
- Discussed how Sectary and Treasurer can utilize funds from their line or Miscellaneous Fund

### 4. Winter Council

- Clarified why this meeting takes place/ the visit process
- Focus on travel/ flight/ gas expenses

### 5. Historian Line

- Discussed how in the past was not specific
- Discussed adding a specific line for travel
- Discussed adding a specific line for scrapbook
- Mentioned needed more money than Parliamentarian →
  - Required to photograph events

### 6. Parliamentarian Line

- Possibility of implementing a line in the budget
- Discussion of duties relative to amount

### 7. Eight Note

- Printed and Mailed vs. Emailed

### 8. Rainy Day Fund

- Was used this year
- Discussed charging Program Committee to put a document online for RDF

### 9. Role of Treasurer & Future Requirements



- Reviewed duties
- Better communication from district treasurer to succeeding district treasurer
- Promoting RDF

#### 10. Contact between District Treasurer and Chapters

- Not by mail
- Email best option
- Possibility of “Group Me”
  - Mass message & convenient

#### 11. Fundraising by 2012-2013 SED Council

- Amount started with/ Nothing much was able to happen
  - T-shirts
  - Raffles
- Discussed increasing fund

#### 12. Special Projects Fund

- VPSP focus on Fundraising

#### 13. District Fundraising Data & Data Base

- Retrieve/ Create

#### 14. District Funds

- Spring Allocation = \$500.00
- Fall Allocation = \$2,000.00
- Account/ Interest/ Service = \$30.00
- RDF Revenue Transfer (end of year) = \$200.00
- District Income/ Fundraising = \$800.00
- Special Projects Donations = \$250.00
- Miscellaneous = \$2,000.00

- Revenues Total = \$5,780.00
- Expenses- New ideas to budget for the district

15. Committee accepted proposed budget to present to delegation.

**Charges to the 2013-2014 Treasurer:**

1. Research more district fundraisers and implement them.
2. Work with Webmaster to make budget template readily available for chapters to access and use.
3. Contact each chapter, by phone and email, once a semester.
4. Create fundraising database for the district using chapter input and analysis.
5. Push to sell all t-shirts through the t-shirt competition.
6. Promote to chapters the accessibility of the Rainy Day Fund and encourage donations.
7. Look into the existence and potential recovery of the District Fundraising Database.

**Charges to the 2014 Committee on Ways and Means:**

1. Review the 2013 SED Ways and Means Committee Report.
2. Review the role of Treasurer and discuss future requirements of the office.
3. Discuss the efficiency of the District Treasurer contacting chapters.
4. Discuss the means of fundraising by the 2013-2014 SED Council and assess their performance and possible ideas for improvement.
5. Look at the special projects fund and find ways to increase donations.
6. Evaluate the district fundraising database and its effectiveness.
7. Review the proposed 2014-2015 budget.
8. Create charges for the 2014-2015 District Treasurer.
9. Create charges for the 2015 SED Ways and Means Committee.

Respectfully Submitted,

**Committee Chair:**

***Kadee Atkinson:*** Alpha Omega

**Committee Advisors:**

***Stephen Burt:*** Epsilon Alpha, University of South Carolina

***Salvatore Parillo:*** Zeta Psi, University of Central Florida

**Committee Members:**

Zeta Kappa

Zeta Tau

Epsilon Lambda

Theta Gamma

Epsilon Theta

**Chapters In Attendance:**

Theta Upsilon

Theta Zeta

Delta Theta



# TAU BETA SIGMA



2013 SOUTHEAST DISTRICT CONVENTION

## Committee on Ways and Means Approved Budget

**2013-2014**

Acct #	Account Name	Budgeted	Actual	Variance
<i>Revenues</i>				
0	Spring Allocation	\$500.00		\$500.00
0	Fall Allocation	\$2,000.00		\$2,000.00
0	Account Interest/ Service	\$30.00		\$30.00
0	RDF Revenue Transfer (end-of-year)	\$200.00		\$200.00
0	District Income/ Fundraising	\$800.00		\$800.00
0	Special Projects Fund Donations	\$250.00		\$250.00
0	Miscellaneous	\$2,000.00		\$2,000.00
Total	\$5,780.00	\$-		\$5,780.00
<i>Expenses</i>				
110	President	\$500.00		\$500.00
220	VPM	\$350.00		\$350.00
330	VPSP	\$350.00		\$350.00
440	Secretary	\$250.00		\$250.00
550	Treasurer	\$250.00		\$250.00
111	Parliamentarian	\$100.00		\$100.00
331	Historian	\$100.00		\$100.00
332	Scrapbook	\$50.00		\$50.00
333	Special Projects Fund	\$250.00		\$250.00

441	Copies and Postage	\$100.00	\$100.00
551	Fundraisers	\$800.00	\$800.00
552	Convention Awards	\$250.00	\$250.00
660	District Convention (Council)	\$200.00	\$200.00
661	Winter Council Meeting	\$500.00	\$500.00
771	District Officer Leadership Convention	\$1,000.00	\$1,000.00
880	Miscellaneous	\$350.00	\$350.00
Total	\$5,400.00	\$-	\$5,400.00
380.00\$	\$-	<b>-\$380.00</b>	<b>Balance Carried Forward</b>

## **IV. District Officer Reports**



# TAU BETA SIGMA



2013 SOUTHEAST DISTRICT CONVENTION

---

## Officer Report for Lee Commander President

Sisters of the Southeast,

On April 6, 2008 I became a sister of the Alpha Omega Chapter of Tau Beta Sigma. It was what I thought would be the best experience of my life. I remember that we hosted convention that year and Sarah Cox was the president. I remember meeting her and being so overwhelmed because there I was standing face to face with the SED President. Little did I know that on April 6, 2013 a mere five years after I crossed I would be standing in front of the delegation of the Southeast District as the Southeast District President. Let alone would it be at my school. THE Florida State University (one of the many inside jokes that council allowed me to have.) My road to be the President was an interesting one. If it wasn't for Belinda Baker, Rachel Kerley and Stephen Burt forcing me to get outside of my comfort zone by pushing me in the bathroom and telling me to run I am not sure I would have had the courage to do so. I made a pledge to myself that day that I would be the best president I could be for this district and make sure that the SED was seen as a prominent district in this Nation.

Over the course of my term of office I have been able to accomplish many tasks. My first official visit was with Belinda Baker at March for Music and the lovely sisters of Epsilon Xi at Troy University. I went to Florida Day at the University of Central Florida with nearly all of the District Council. It was at Florida Day that I appointed Lindsey Meyers as SED Historian and Stephen Richards as SED Parliamentarian. I think Lindsey might still be a little mad at me for surprising her with that. In July I traveled ever so far away to the great city of Orlando where we had National DLC and we were able to construct a vision for the SED and layout our goals and the plans we had to accomplish them.

Almost immediately we began searching for the Eighth Note host and we were able to decide to let the lovely sisters of Iota Rho and Spelman College host our Eighth Note for this past year. They were able to produce two incredible Eighth Notes and we appreciate all that they have done. In January, I traveled with Council to Tallahassee to meet with the host chapters and further discuss convention. We were lucky enough to get to eat with them and participate with their candidates as they began their rush process. Council even learned a new song that they like to sing rather often actually.

In February, I was on the road again. This time I traveled to South Carolina State to be a part of one of the Best DLC's I ever experienced with the incredible sisters of Epsilon Chi. March was another traveling opportunity because I had the distinct honor of serving as Advocacy Chair for

March for Music. Lastly, I traveled back to my School in order to lead the Southeast District Convention at FSU.

Over the year I did more than just travel, I was able to start two projects this year, which hopefully will continue on over the next few years and become two very incredible projects within the Southeast District. The first one, #operation100%, was established in May before Chapter Summary Reports were due. The goal behind #operation100% is to get 100% of chapters to complete paperwork on time as well as attend events at conventions and events at other chapters.

While it was just in its beginning phase we were still able to improve our rate of on time chapters by 67%. Meaning we only had 4 chapters not turn in paperwork on time. We also only had ONE person in the SED not turn in National Membership Dues. Whether you know it or not these two tasks alone are HUGE accomplishments at two that I am incredibly proud of. We were also lucky to have nineteen chapters receive the Merit Certificate at Convention yesterday.

The second project I created was the Chapter Mentorship Program. In the program all chapters were given a mentor of the current SED Council or Rachel Kerley. Together many chapters were able to develop strong relationships with their mentors and were able to ask any questions they had. Hopefully, this worked out best when distributing information. Both projects proved to be a success. However, and here is where I get rather emotional, none of these things could have been accomplished without some very special people along the way. First I would like to the members of this year's District Council. Ever since I took the Oath of Office with you guys last year I knew that we were going to be an amazing team and accomplish all of the things that had would be thrown at us. We did, and we did it well. The inside jokes will always resonate with me and continue to be things I will laugh about later in life.

Renee, you and I have had a very special bond for a long time. Ever since we both learned that we both had a strange love for Constitutions and By-Laws. You have been very supporting of me and have allowed me try new things and made sure to guide me along the way. These last 5 years have truly been inspiring and I love you for being there for me.

Rachel and Stephen, the two of you have truly been role models for me in the position. There were many times where I needed to make a decision and very often I thought about how the two of you would have handled yourself in the situation and I allowed that to guide me in my decision-making. I love both of you more than you know and I am honored to sit in the same circle of Past SED District Presidents that the two of you reside, because with both of y'all in there it is certain to be amazing.

MiChel Causey, you were the one who inspired me to rush TBS. Without having ever met you I know that I would not be the person that I am today. I would not be standing here reading this officer report. I wouldn't have grown to be the man that I am today. I am beyond honored that I could be the one to initiate you into Honorary Status of the SED.

Crystal, you have always been my counselor and someone that I respected and looked up to even though I have to look down quite far for us to see eye to eye. Ever since we had our first dinner at Sonny's I knew we were destined for a great relationship. You have always guided me whenever I have asked and always let me make decisions. You have truly been someone that I can say, "I am proud to know." Thank you for always being the one I can call even when I am just upset with



something stupid or because something funny happened. You are more than my counselor, you are my friend and I love you more than you can possibly know.

Belinda, I am so proud of you. I remember meeting you at National Convention and we hit it off right away. Thank you for pushing me into that bathroom in the sketchy Days Inn at Auburn. Thank you for always having faith in me. Thank you for making me laugh when I didn't think I was doing a good job. Thank you for being my confidant. You helped make a dream of mine come true with March for Music, something you did incredibly well. You may never know how much I respect you and all that you have accomplished in Tau Beta Sigma. I know we will remain great friends forever and I can't wait for National Convention when you and I are yet again reunited to continue my "ratchetry".

Sisters of the Alpha Omega Chapter of Tau Beta Sigma, it is bittersweet to know that I will close this chapter of my life at the place where it all began. Here in this very room! You all have inspired me and continue to amaze me. You all are my best friends and the true example of friendship, love, companionship, and encouragement. Thank you all for supporting me through this term as president even though I wasn't actually active this last year. All of you have played an integral part in my life and TRULY made me into the President I am. I have and will forever be indebted to this chapter for giving me something so special and so wonderful. You all hold a special place in my heart and I will proudly hold our Many Hearts in our One Bond.

Lastly, I would like to thank the sisters of Tau Beta Sigma. I thank you for giving me a chance to serve you as president. I thank you for making me laugh. I thank you for making me work through problems so that I could become a better problem solver. I thank you for irritating me at times so that I was able to develop emotional poise under all conditions. I truly believe that it is Tau Beta Sigma that has allowed me to be the confident, strong man that I believe that I am today. If it were not for the people in this room then this report, these thank you and these tears would all be worthless. My biggest fear is that I would be a president that did not reflect well onto the District and be one that my district was ashamed of. Well, if you believe I was please don't tell me but, let me assure you I am not ashamed of you. I am PROUD to call myself the President of the Southeast District. The largest district in the Nation and if I do say so myself; the BEST damn district in the Nation.

It is still shocking to me that the year is over and in a few short hours I will pass on the gavel but, I am lucky because I will always carry around the love of Tau Beta Sigma and the Southeast District that everyone in this room left me with. That is something that no sickness, amount of time, or natural disaster will ever take away from me.

Thank you again SED for allowing me this opportunity to lead, to grow and giving me the time to get to meet you. As Idina Menzel and Kristin Chenoweth ever so eloquently sang together, so seems fitting now, "I know I'm who I am today because I knew you...and because I knew you; I have been changed for good."

Respectfully submitted,

**Lee Commander**

2012-2013 SED President

THE Florida State University, Alpha Omega



# TAU BETA SIGMA



2013 SOUTHEAST DISTRICT CONVENTION

---

## Officer Report for Kevin Brenner

### Vice President of Membership

My Southeast District sisters,

This year has flown by so fast and I can't believe it's already coming to a close. Good-byes are really hard, but I'm hoping that this will end with more of a "see you later."

My first year as a District Officer, I was still trying to figure out who I am as a leader. I made a lot of mistakes, with a few successes along the way, but mostly I left my first term feeling that I had let you down. And yet, I recognized my intellectual potential, and knew I had to develop it. So I re-ran for the office that was sprung on me the first year, and I hope you agree when I say that I redeemed myself a bit this year. But so much of this personal growth is not a testament to my efforts, but yours. In past years, we have collected as little as 13-20 Membership Education Programs from SED chapters. This year, y'all *showed up*, and we received over 30 MEPs from you. The commitment and drive that your chapters have demonstrated this year has made me prouder than ever to be a part of this district, and able to lead you the past two years. I know that learning about MEPs has been a newer, difficult process for us all, but I can clearly see there is absolutely *nowhere* to go but up. The bar you raised this year in stabilizing the membership of your chapters is only going to continue rising.

My biggest passion this year has been getting to know you as individual chapters of the Southeast District, and I was able to channel a lot of my office into that. When you reached out to me with questions, problems, and everything in between, it was an opportunity for both of us to grow. That is what this organization is all about to me. Helping each other become better than we were before. Whether it was a lesson on writing and editing MEP's, or helping the chapters with smaller memberships recruit or maintain a class, I have loved getting to know you individually and supporting you in every way I can. I will think fondly back on my breakfast with two of the Irresistible Iota Rho chapter at Spelman during Honda Battle of the Bands, and a few late night phone conversations (about chapter membership) with Rebekah Tippet, VPM of Iota Nu.

As my office pertains to the education and maintenance of membership in this district, I think it's appropriate that I leave you with a few words of wisdom: Never be afraid to reach out and get the support you need. I've done it, and all the officers have done it. We all need it, and it is our greatest asset as a sisterhood. Whether you are an officer or not, your chapter needs you to invest in it and its members. We have the power to grow and improve as a district even more than we already have, and I have seen that potential more than ever this year. Your presence and participation at this year's District Leadership Conference was incredible and inspiring. After having worked with this year's council tirelessly to plan some informative and relevant workshops for you at DLC and Convention, it was great to see that you put just as much effort into them, if not more than we did. It was an amazing parting gift from you all.

I have a few shout-outs to give to some especially influential sisters in my time in the SED and TBS. To my chapter, Eta Phi (alley-ooop!), I can't believe how far we've come together. Thank you for your faith in me this past year serving as your chapter president. You have given me everything I needed and more to grow into the leader and sister that I am today, and I'll always be grateful for that. To the 2011-2012 District Council, thank you for being such an amazing, strong group of sisters and officers who taught me what it means to lead this district with fortitude and courage. To the 2012-2013 Council, I have loved working with each and every one of you, and you will never know how much I have appreciated this year with you, whether in business or in our endless array of insane, inside jokes. We definitely made our mark together on the district this year and went out with a BANG, as is our custom. To the counselors, I'm pretty sure one of my favorite parts about this job was getting to work with you and get to know you so closely. You are amazing women and sisters, and I am honored to have served with you these past two years. Thank you for your never-ending guidance, love, patience and support, both for myself and this District. You inspire me every day to give more to this Sorority and to my sisters and brothers. Finally, to Rachel Kerley, my first and one of my best friends from this district: you have *always* been there for me, and I will always cherish our times together. I couldn't have done any of this without you.

When I first met this district two years ago, I was seeking a chapter office and a respectable reputation in my chapter. But I didn't get either of those things that year. Imagine my surprise when I got you all instead. Not one chapter's approval, but almost 40. You will never know how much your support and your faith in me these past two years has meant to me. You all have truly made me the man and sister I am today, and I will forever be indebted to you because of that. I'm going to miss serving you, my family, in this capacity so much. Please know that I will always be here to support the membership of this district. I may be graduating, but I'm DEFINITELY not gone. Believe me when I say, S... E.D...! GREA...TER BONDS WILL NEVER BE!

Respectfully submitted,

**Kevin Brenner**

Southeast District Vice President of Membership 2011-2013

Eta Phi – Vanderbilt University



# TAU BETA SIGMA



2013 SOUTHEAST DISTRICT CONVENTION

---

## Officer Report for Belinda Baker

### Vice President of Special Projects

**Wide Awake and Seeing Clearer than Ever.**

It is 4am before Sunday, the last day, of the 2013 SED Convention.

This weekend so far has been absolutely phenomenal, with our host chapters, with all the attendees and guests, and especially with the 2012-2013 TBS and KKY District Councils. I can honestly say, and I think I can speak for all of us, that this year has changed us all. We have all improved drastically, both personally and jointly.

The Southeast District has always been one of strength, excellence, and diversity. But we are more than that, we are action. We are determination. And we are strong will. Getting to know this district as a sister and a district council member has opened my eyes to the huge heart the SED possesses. These qualities and all the rest that we embody has made me the person I am today. Here writing this at 4am, on my couch, in my hotel room, in Tallahassee, FL.... I hold each sister of the Southeast District in my heart. I have never felt more supported and loved than I have this weekend, and this past year. And for that, I cannot express into words my thanks. I have a family, and I have friends, but Tau Beta Sigma for me has been something much more. Tau Beta Sigma is who and what I am, it is what I stand for, and it is those principles that I \*try\* to live my life by daily.

I constantly feel like the underdog in my own life, always competing with myself and with my "Inner Game" (I suggest Inner Game of Music to anyone who is a stranger to that terminology). But as I have gotten to know the SED, I feel like that persona lies in all of us. Maybe we do not feel significant in the grand scheme of Tau Beta Sigma. Maybe we feel the constant competition between ourselves, within our own chapters, and within the nation. But more than that, maybe we just feel like there is no one fighting for us, and after a while, we all grow weary speaking on behalf of ourselves.

But it doesn't have to be that way! The Southeast District is the largest district in the nation, which earns us the largest potential for excellence and achievement.

I want to represent this district. I want to be here for each and every sister in our 7 strong states. I want to be more than just your SED President; I want to be your friend. I want you to know that you can always come to me with a problem; I want to be the family that you have provided me. As I write this, I am thinking that in 5 short hours, we, as the SED, will have our newly elected officers for the 2013-2014 year. I yearn with anticipation for what the future holds for me. But regardless of the outcome, I will be here. The Southeast District has supported me, when I wasn't sure if or why anyone would. The Southeast District has been there for me when I could not find solace in anything else, anything else, but music and this bond.

I am so proud to have represented the SED this past year as the TBS SED VPSP and I cannot wait, even now, at 4am, for what the future holds for me, but mostly for the Southeast District.

Because this is not about me and it's not about my chapter or yours, this is about us... A collective us. The Southeast District of Tau Beta Sigma, standing as one, united for one purpose... To serve collegiate bands and to share music and the related arts with the community around us.

I am so proud to be your sister.

Respectfully submitted,

**Belinda Baker**

2012-2013 TBS SED VPSP

Auburn University, Theta Lambda



# TAU BETA SIGMA



## 2013 SOUTHEAST DISTRICT CONVENTION

---

### Officer Report for Rebecca Snead

#### Secretary

Sisters of the Southeast,

First off, I want to thank each of you, my fellow Sisters of the Southeast District. It has been my honor and pleasure to serve each of you as your Secretary since last April. It has been a phenomenal experience getting to meet so many of you during my time as a district officer. I did not fully understand what I was getting myself into when I took my oath of office at the University of Central at the end of convention, but I am glad I did it. We had our first meeting as a council after the conclusion of convention and from there everything took off. Last summer I was fortunate enough to be able to attend Florida Day hosted by the Eta Sigma and Zeta Psi chapters of Kappa Kappa Psi and Tau Beta Sigma. This event provided our first real bonding experience as a council and was when I really first started to “get it”. From there Belinda Baker and I traveled to ITB Takeover in Atlanta where we had a blast at Six Flags.

After all of these great events I published the first edition of the 2012-2013 SED Council’s SHELLS. One of my main goals when taking office was to get SHELLS out to more of you. This year not only did we send it out via the listserv, but it was posted on Facebook, Tumblr, the website, and the TBS SED issuu account. While it may not reach all of you there are plenty of options for you to locate not only the current issue, but the ones from earlier in the year. As the school year came, and now has seemingly gone, I worked to make sure that our SED Chapter Directory was constantly 100% correct and all the information was there, just another part of #Operation100%. I’m sure many of the chapter presidents in this room have received an email from me asking for their updated information, if not feel free to send an email to [sedsecretary@tbsigma.org](mailto:sedsecretary@tbsigma.org) with your name, e-mail address and phone number.

We as a council have spent time together on conference calls, our winter council meeting, DLC and various other events throughout the district. It has been an honor to serve all of you alongside Lee Commander, Kevin Brenner, Belinda Baker, Salvatore Parillo, and of course Stephen Richards and Lindsay Meyers. Each and every one of you, my fellow council members, has touched my life in some way. Congratulations on a phenomenal year and thank you for being not only my Sisters, but my friend. I would be remiss in not mentioning and thanking my home chapter. To my Sisters at the Beta Xi chapter at the University of Florida, I want to thank you. Your support as your chapter President and as the SED Secretary means more than you will ever know to me. We will have our time to be sappy together later this semester, so I will spare the rest of the district from that, but from the bottom of my heart, thank you.

Respectfully submitted,

**Rebecca Snead**

SED Secretary, 2012-2013

Beta Xi, University of Florida





# TAU BETA SIGMA



## 2013 SOUTHEAST DISTRICT CONVENTION

---

### Officer Report for Salvatore Parillo

#### Treasurer

Sisters of the Southeast,

This year has been an exciting one for me, and for that, I have the SED to thank. Being able to serve you as your SED Treasurer was an honor and privilege.

I am proud to say that my biggest project was helping the infamous Belinda Baker with everything she needed for March 4 Music. I knew from the get go that this new project would be a fantastic hurdle to overcome, but not unobtainable. The main goal was to be able to differentiate the district funds from the March 4 Music funds. Because of the great cooperation and knowledge of Belinda, TBSAA, and my chapter Zeta Psi, this task became a very smooth one. I look forward to more March 4 Music events, hosted by the SED, in the future.

Besides March 4 Music, my other main goal is to make sure the council is taken care of financially, as outlined in the budget. I have to say that I could not have asked for a better council. The great amount of communication amongst all parties involved provided for smooth jobs for me that were easily taken care of, especially in a newly created position. Because of this hassle free environment, I must thank my district council for a fun time this year, and I whole-heartedly thank my counselors for being there as an invaluable resource.

Finally, when I was not dealing with March 4 Music and reimbursing the officers, I would focus as much of my time and energies on the SED. I contacted the presidents via the Chapter Presidents listserv, and asked for their treasurers' info or if they had any questions for me. With this, I was able to help several chapters with questions on financial record keeping, forms, and fundraising. I encourage every chapter to not be afraid to reach out to any member on the council when it comes to your chapter funds. Because of these questions asked to council, I was able to help chapters set up a means of financial record keeping, advise them on fundraising, and help them access the Rainy Day Fund. I am proud to say that the Rainy Day Fund helped a chapter host one of the most successful fundraisers I have seen to this day. With that said, I encourage everyone to please donate where possible, and also do not be afraid to apply to use it.

Although I was behind the scenes a lot this year, I hope that I have lived up to your expectations. I truly enjoyed my term as your 2012-2013 SED Treasurer. It not only let me serve the district, but it helped my meet wonderful, new people throughout our amazing district. For the next district treasurer, I encourage you to please feel free to contact me with any questions. Many people came to my aide this year while I was in office, and without their help, I do not know what I would have done. I hope to be that resource for you in the future.

Finally, I have to thank the following people who have helped me be successful this past year, and helped me through all the tough times: Lee Commander, Kevin Brenner, Belinda Baker, Rebecca Snead, Lindsay Meyers, Stephen Richards, the SED, Katie Muscedere, Barbara Kelly-Hursey, and the best for last, the entire Zeta Psi chapter for supporting me in all my musical endeavors. I love you all, and you will be a sister of mine for ere long; we are Strength, Excellence, and Diversity. For my final statement as your district treasurer, I must quote my favorite Essential Factor, as it

represents all that I have learned this past academic term: "Fortitude and courage to see an ideal, to seize upon it, and follow it wherever it may lead you in Tau Beta Sigma."

Respectfully submitted,

**Salvatore Parillo**

2012- 2013 Southeast District Treasurer

University of Central Florida



# TAU BETA SIGMA



2013 SOUTHEAST DISTRICT CONVENTION

---

## Officer Report for Stephen Richards

### Parliamentarian

Sisters of the Southeast,

It has been my distinct pleasure to have been presented the opportunity to serve as your 2012 – 2013 Southeast District Parliamentarian, and I am incredibly grateful. I can still recall my very first DLC and SED as a neophyte, just over four years ago. Time has gone by so quickly, and I have seen myself grow so much from the shy RAT I was when I first came to Georgia Tech. I hope every one of you take the time to cherish and enjoy the bonds you are making with your sisters and brothers, because if you blink for too long, you'll find yourself already on the brink of your next step in life, maybe wishing you could stay just a little longer. Tau Beta Sigma has given me so much, in such a short period of time, and I am very appreciative to have the chance to give back to the district while I still have the opportunity to serve as an active member. In my time, I have had so many incredible experiences in Tau Beta Sigma, but none of these outshine my experience of working with this District Council, and our amazing District Councilors. It has truly been a life-changing experience for me. Whether we were meeting for eight straight hours, or trying to peacefully mediate conversations between Lee and Belinda, I enjoyed every minute of it, and I want you all to know how much you mean to me. I cannot say thank you enough.

To my home chapter, Epsilon Theta: I owe you my deepest debt of gratitude. Everything I have learned, about myself and this sorority, I owe to you, and your endless support. As a neophyte, you entrusted me with the opportunity to serve as corresponding secretary, and the following year, afforded me the pleasure of serving as chapter president. I am so grateful for the trust you placed in me, and hope that I was able to return to you at least a small portion of what you have given me. You will always hold a special place in my heart, and I love each and every one of you.

Finally, thank you to the Southeast District. I am extremely proud of what our district has been able to achieve, and I know that even greater heights lie in our future. I see a great energy and sprit of sisterhood in our district, and I pray that it only ever gets stronger. I am so incredibly proud to say that I am from the Southeast District, and I cannot wait to see what the future holds.

Respectfully submitted,

**Stephen Richards**

2012-2013 SED Parliamentarian

Epsilon Theta Chapter





# TAU BETA SIGMA



2013 SOUTHEAST DISTRICT CONVENTION

---

## Officer Report for Lindsay Meyers

### Historian

Sisters of the Southeast,

The day I joined the council was the weekend of Florida Day. Lee had asked if I could stop by under the pretense that the Council wanted to interview me for the position. I then sat through a lengthy meeting, the entire time nervously waiting and confused about what was going on. Then, surprise! I had been appointed the position of Historian.

I hope that I have performed my duties satisfactorily. The Committee for History and Sisterhood had changed the way the District Scrapbook is done, and I hope you all enjoyed how I presented this year's scrapbook.

This year has given me so many opportunities, more than I ever thought possible. I got to travel around the Southeast District. I attended my first District Leadership Conference and was able to present a workshop. I've met so many great people, including the wonderful council members whom I'm glad to call friends.

Being a district officer has been an eye opening experience, allowing me to see the diversity and excellence that Southeast District has to offer and I am so thankful for the opportunity to serve as your Historian.

Respectfully submitted,

Lindsay Meyers  
District Historian  
Zeta Psi – University of Central Florida



# TAU BETA SIGMA



2013 SOUTHEAST DISTRICT CONVENTION

---

## Counselor Report for Crystal Wright

Greetings Sisters of the Southeast District,

It is with great pleasure that I share just a small amount of this year's journey with you. Most of what I am about to say will be of no surprise to you, because you, the SED, were with me along the way. As you have heard so many times already this weekend, I am sure, we started with our newly elected council Lee, Kevin, Belinda, Sal and Rebecca. It is always exciting to meet the new council and find a groove, but I must say that this council was special. This was the first council in which we all knew each other. Each student was from a different school, but already had meshed well. It was amazing to envision the great expectations and high hopes of what could be accomplished with this group. Before I could even return to "Sweet Home Alabama" the emails were already flying through cyberspace. Your council was ready to work. If any of you know me, you know that I was ready for a break.

The council was moving along smoothly as they shared their goals, their roads to success and their support for each other, but I had some other thoughts during this time. I was continuing my work with the Membership Focus Group facilitated by Dr. Nichole Burdick Sanchez. During those last spring and beginning summer months the committee had a great deal of communication in the planning how to bring all of the ideas from the previous year to reality. The group was on a roll and Nicole will have great things to share in the future. Before the summer ended we were able to add to our motley crew Stephen and Lindsay, who didn't seem to miss a beat. The council was complete and moved forward with purposeful energy. About this same time the Southeast District was able to gain great hosts for the 8<sup>th</sup> Note in the Iota Rho Chapter of Tau Beta Sigma. The ladies at Spellman College were phenomenal in their diligence and hard work. They were faithful in their commitment to the district and created a work in which we are all proud.

As the summer came to an end, Lee, Renee and myself traveled to Orlando for National District Leadership Conference. As always it is a great experience to watch the students in leadership grasp on to the challenges laid forth by the National Council. The ideals and beliefs of our great organization really shone through when students discuss the roads that they would like the sorority to travel. Lee jumped right in and began making plans and the success of the SED was inevitable. His Operation 100% came with detailed goals and lots of work. By the way, although we, as the SED, have had a few challenges along the way concerning Operation 100%, you have not disappointed. Your council laid out the expectations and you rose to the challenge. National DLC was a great training initiative for us in all aspects. We were able to spend lots of time with people leadership from across the nation but ironically I think that some of our most precious time was the moments that we spent with our own counterparts from the SED (Ema, Evan and Craig, the KKPsi Leadership). Lee and Ema began a collaboration that has been strong this year and my hope is that

you have seen the results in this great convention. Finally at DLC we the District Counselors received our assignments. For years there has been a great idea to create a document for the District Counselors new and seasoned. At that time we began the plans for The Counselor Notebook. Each counselor was given a portion to create and submit to combine for one great resource. I report to you that the task has been completed and hopefully all districts will have many more similarities in the formal tasks of the sorority.

Upon our return Renee and I continued our work with our National Counterparts in our regularly (well sort of regularly) scheduled counselor conference calls. We always have the opportunity to report out the wonderful things that you all are doing in our district. We listen to all of the various successes and challenges that other districts have and are able to collaboratively work to ensure that your needs are always met. As always the fall semester flew by as we watched each other's facebook and twitter statuses report of schools' victories and defeats on the iron grid. You all would have made Kathy Godwin proud as you Took A Stand For Tau Beta Sigma. You all represented our sorority well as you serviced your band programs; all while keeping those GPA's on point, going to band practice and even working part time jobs. As the new semester began the council made plans to attend our Winter Council meeting and Convention Site Visit. We traveled to Tallahassee, Florida and were greeted by the Alpha Omega Chapter who showed us great hospitality. After taking time to tour the facility in which we conduct our sorority business we sat down to plan what we would hope would be memorable experiences, District Leadership Conference and Southeast District Convention.

Our next destination was Orangeburg, South Carolina where the brothers and sisters of South Carolina State University hosted our DLC. Everything was phenomenal. I couldn't have asked more from the host chapters or our district council. My hope was that each of you who attended left with thoughts of pursuing a greater level of commitment for the sorority, whether it is within your chapter or on the district level. I wanted you to know that some part of leadership is for each of you who are extremely capable young adults.

Finally one of the biggest events to date approached. March for Music was upon us and how excited I was to be a part of this day. With the great planning, energy and heart of Belinda Baker and the TBSAA we were able to promote and execute a momentous project in which we should all be proud. As I stand here I, as always, believe that the Southeast District has achieved more than we could have imagined in many facets. Each of you have contributed to your bands, your school, and your district and made a mark in history. Thank you for all that you do for music. You are indeed the SED; exhibiting Strength, Excellence and Diversity. To my chapter, Theta Iota, you are my heart. Although I no longer see you every day, I am extremely proud of you and proud to say that I am one of you. You serve "Dear AMU" and do it well. Your numbers are small but your impact is great! I love you. To my council, you all rock! I will kick myself for saying this later, but I am indeed a proud mama. You cohesiveness has been exponential and you have truly been a team. You did whatever it took and your sacrifices did not go unnoticed. You are exceptional sisters and I wish you well in all that you do.

I look forward to seeing each of you at National Convention. Beat me there!

Respectfully submitted,

**Crystal Wright**







# TAU BETA SIGMA



2013 SOUTHEAST DISTRICT CONVENTION

---

## Counselor Report for Renee Cartee

Sisters of the Southeast,

2012-2013 SED has been eventful -Leaving our 2012 convention at UCF, your council had several inspiring plans and the energy to get them accomplished. Within the 1st month, your council had achieved several milestones - minutes, shells newsletter, website updates, discussions for March for Music underway, meeting to set goals, chapter officers contact information being updated -and more. Some details you have already heard in the wonderful reports each officer has given. When summer DLC with our national council and district presidents came around the SED found more focus. Lee established *Operation 100%* as well as the chapter mentorship program- this gave your council more momentum. Each of your district officers constantly worked to keep you informed and set out to do their job excellent making the SED proud.

Each officer grew in their leadership through what they have learned from YOU -our SED chapters! What I've noticed, as I go into my 6th year serving this unique and amazing district, is we really are stepping up our game. Each year seems to progress, and gradually more chapters see the importance of being a part of the larger picture, the district, and the national organization.

This is the year for you to get even more involved in our National organization (National Convention Plug here!)-Join us in Springfield, Mass come July 23-28. It will be one of the highlights of you time in Tau Beta Sigma. Listening to the National Intercollegiate Band perform a world premiere (Or even better getting to PLAY in the performance yourself! -you still have time to audition-postmark April 12), being part of positive change for the future of Tau Beta Sigma, finding new ways to serve bands better, making friendships that last a lifetime -it is an experience you do not want to miss!

Another item I am proud of is your willingness to send your Membership Education Program's for review this year. Thank you, Kevin Brenner for assisting in this endeavor and getting those MEP's in. We had 30 chapters submit this year! I can also see changes that have been made from past reviews and that the information, ideas, outlines, and examples that you have seen from Nicole, Kevin, or myself have helped your chapter put together a more thorough MEP. There are many chapters out there still working on updates, and a few

that need more guidance -know we are here to help you create a strong program and curriculum for your chapter and it will give you a solid foundation for your future sisters -don't hesitate to give us an email, a call, or facebook message -we'll be glad to help!

Each year we put together a survey for you to take part in. This survey helps your council and the future convention hosts to plan for the next year's convention. Please take the time within the next few days and go online and take the survey. We will evaluate and 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 <http://tinyurl.com/TBSSED2013> please be sure to take part at the end of convention.

Stephen and Lindsay, you both saw a need to serve and gave us a strong foundation. Sal, you keep our numbers straight and keep us in check 'cause "aint' nobody got time for that". Rebecca, your smile is always there -just as your perseverance to get the job done. Belinda, your courage and spirit are contagious through your devotion to music advocacy. Kevin, your compassion and love for others and music has shown so much this year. Lee, you have been an encourager to all and have certainly empowered many to take a stand for music and Tau Beta Sigma. Crystal, my friend, my sister -it is just too cool how we complement each other. You show what "mind, heart, and hand" stand for.

Keep on this path of excellence, forge ahead and serve your chapter and bands well! You make the difference:

"I am only one; but still I am one. I cannot do everything, but still I can do something; I will not refuse to do something I can do." – [Helen Keller](#)

It is an honor to serve you as your counselor. Forever In Love and Music -SED Strength-Excellence-Diversity!

Respectfully submitted,

**Renee Cartee**  
SED Counselor  
University of Central Florida

# **V. Southeast District Constitution**

**(revised April 2013)**



# TAU BETA SIGMA

## SOUTHEAST DISTRICT CONSTITUTION



Revised April 2013

# The Constitution of the Southeast District of Tau Beta Sigma

As adopted by the Chapters assembled at the 2013 Southeast District Convention at Florida State University in Tallahassee, FL on April 7, 2013.

## 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 1<sup>st</sup> in the Fall semester, and March 15<sup>th</sup> 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.
    - a. All pictures must be submitted six weeks prior to the Convention date, but scrapbook pages are due at Convention.
    - b. All chapters submitting scrapbook pages must submit them by second separate session 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. The Joint Actions Committee (JAC) shall be subject to the guidance of both organizations' District Executive Councils and the District Governors and Counselor(s). The membership shall be composed of both Kappa Kappa Psi and Tau Beta Sigma and will deal with the joint affairs of the District. These affairs shall include evaluating and reviewing bids for District convention and The Eighth Note and recommending the respective host chapters for each.
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.



# **VII. 2013 Southeast District Operations Manual**

# Southeast District Operations Manual

Second Edition

# 2013

---

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.



---

# Table of Contents

---

<b>How to Run for Office.....</b>	<b>3</b>
<b>Officer Mail-Out Dates.....</b>	<b>4</b>
<b>Delegate and Proxy Procedures.....</b>	<b>5</b>
<b>How to Bid for District Leadership Convention.....</b>	<b>6</b>
<b>How to Bid for the <i>Eighth Note</i>.....</b>	<b>7</b>
<b>How to Bid for Southeast District Convention.....</b>	<b>8</b>
<b>District Awards.....</b>	<b>11</b>
<b>How to Apply for the Rainy Day Fund.....</b>	<b>12</b>

## 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 both Joint Actions Committee Chairs, the information contained in the bid packet, at joint opening.
  - 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
  - d. After consulting with sponsor and DOB, Chapters found to be in need of financial support must submit an application to the rainy day fund
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.kkvtbs.org/forms.html](http://www.kkvtbs.org/forms.html) and emailed to [hqna@kkvtbs.org](mailto:hqna@kkvtbs.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.