

**The Constitution of the Southeast District
of
Tau Beta Sigma**

*As adopted by the Chapters assembled at the 2022 Southeast District Convention on
Sunday, March 27, 2022*

The mission of the Southeast District of Tau Beta Sigma is to cultivate an aesthetic Musical environment, maintain Leadership through the support and encouragement of our Sisters, enhance our collegiate bands and the community around us through Service, and develop a Sisterhood fueled by mutual respect and love for our organization in a positive environment which promotes strength, excellence, and diversity.

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 the President, Vice President of Membership, Vice President of Special Projects, and Secretary-Treasurer. The Parliamentarian shall be an appointed officer for District Convention.
2. The District Executive Council shall consist of the four elected officers, the

Parliamentarian, and the District Counselor(s). The appointed Parliamentarian shall be a 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 elected officer position 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 serves with the Historian as co-chairs of the Social Media Team which is under the advisement of the Secretary-Treasurer and the assistance of the President.
- f. All District Officers shall submit typewritten copies of all reports to the Executive Council by the end of each District Convention. One copy shall be given to each of the District Officers and Counselor(s).
- g. Should the office of President be vacated, the Vice President of Membership shall assume the office of President, and they shall then have the powers and responsibilities associated therewith until the end of the subsequent District Convention.
- h. Should any other office be vacated, the Executive Council shall, at its option, appoint a replacement pursuant to the eligibility requirements of Section 3.
- i. Any officer who permanently relocates outside of the District during their term of office shall automatically resign and vacate the office.
- j. Any officer elected in their final semester of college may serve out their term in office providing that a complete Life Membership application, including all fees, is filed with National Headquarters prior to the student's graduation.
- k. 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.
- l. 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.

m. An officer may be dismissed from their office by a unanimous vote of the Executive Council, excluding the officer in question, when in the opinion of the Council, they 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, their Chapter must discuss their 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, Conferences, and meetings of the Executive Council.
- b. Have jurisdiction over the planning and execution of the Southeast District Convention.
- c. Appoint the various committees, committee chairs, the Parliamentarian, and the song leaders for District Convention.
- d. Be a non-voting, ex officio member of all committees.
- e. Organize various awards to be conferred at District Convention in collaboration with the Vice President of Special Projects.
- f. Send out District Convention information (proxy forms, schedules, etc.) and Chapter Progress Reports to the chapters no later than one month prior to the set date of Convention.
- g. Send reminders to each chapter at least one month prior to any National paperwork deadline.
- h. Assist the Secretary-Treasurer in advising the Social Media Team.

5. The Vice President of Membership shall:

- a. Preside at meetings in the absence of the President.
- b. Have jurisdiction over the planning and execution of the District Leadership Conference.
- c. Encourage participation in National membership initiatives.
- d. Execute the recommendations of the Committee on Membership in order to promote membership in the District.
- e. Advise Chapters and Petitioning Group(s)/Petitioning Group Members on the topics of membership, recruitment, retention, and continuing membership education.

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 and the Eighth Note Committee.

- c. Encourage participation in National special projects.
- d. Assist the President in organizing various awards to be conferred at District Convention.

7. The Secretary-Treasurer shall:

- a. Take the minutes of meetings of the Executive Council and at District Convention. i. Minutes of the meetings of the Executive Council shall be distributed to council members and the National President no later than one week after a meeting.
 - ii. Minutes of the District Convention will be published and distributed to all chapters within six weeks of Convention.
- b. Keep a database of current Chapters' contact information.
- c. Advise the Social Media Team with assistance of the President.
- d. Be responsible for the newsletter and distribution of SHELLS as per Article 6, Section 2.
- e. Control the receipt and distribution of all monies of the District.
- f. Advise the Committee on Ways and Means.
- g. Shall execute all district fundraisers at a minimum of one per term of office.
- h. Encourage participation in National fundraising projects.
- i. Propose a budget for the District, with assistance from the Committee on Ways and Means, to be submitted to the delegation for adoption.
- j. Purchase the materials necessary for the awards given out at District Convention. k.

Contact each Active chapter at least once per semester to discuss financial standing. l. The method of contact shall be at the discretion of the SED Secretary- Treasurer. m. Send out information about the Rainy Day Fund to all chapters of the SED. n. The method of contact shall be at the discretion of the SED Secretary-Treasurer. 8. 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.

Article III: Other District Leadership

1. Historian

- a. Co-chair the Social Media Team alongside the Webmaster.
- b. Report to the Secretary-Treasurer.
- c. Photograph all District events.
- d. Preserve historical items and traditions for the sake of posterity.
- e. Advise the Committee on History and Sisterhood at the discretion of the president.
- f. 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.
- g. Coordinate the chapter scrapbook competition at each SED Convention.
- h. Work with the Webmaster to update and maintain the historical information available on the website.

2. Webmaster

- a. Co-chair the Social Media Team alongside the Historian.
- b. Report to the Secretary-Treasurer.
- c. Be in charge of maintaining the District and Eighth Note website and ensuring they are both updated.
- d. Work with the Historian to update and maintain historical information available on the website.

Article IV: Committees

1. The Standing Committees of the District shall be: Jurisdiction, Membership, Programs and Music Support, Ways and Means, Nominations, and History and Sisterhood. These committees exist at the discretion of the District President, who may condense or alter them as they fit.
2. 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.
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 including the chair. 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. 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 each of the District Officers and Counselor(s).

7. The Committee on Jurisdiction shall:

- a. Examine the District Constitution and other governing documents, such as the District Operations Manual.
- b. Submit to the delegation relevant amendments to or propositions regarding those documents.

8. The Committee on Membership shall:

- a. Examine, recommend, and submit to the delegation any relevant propositions related to the recruitment and retention of members, continuing membership education, and Petitioning Group(s)/Petitioning Group Members 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, District Leadership Conference, 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 Secretary-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 V: 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.
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 Chapter following the last Chapter that was seated at the previous Convention.
3. A Chapter arriving after delegates have been seated may have their proper delegate seated at the option of the District Council.
4. 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 VI: Publications

1. District Newsletter

- a. The name of the District newsletter shall be SHELLS. It shall be a semi-annual newsletter that goes out no later than 30 days before Winter Council and no later than 30 days from Convention.
- b. SHELLS shall be submitted to the podium by the Secretary-Treasurer

- c. The Secretary-Treasurer 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.
- d. 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 every Spring at the discretion of the Vice President of Membership of the Southeast District.
- b. Chapters interested in hosting District Leadership Conference should send a proposal and budget to the District Councils of Tau Beta Sigma and Kappa Kappa Psi by the prescribed deadline set, with the understanding that this budget will be covered by the host chapters. 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).
- c. District Leadership Conference is intended to be a free event for both host chapters and attendees. Therefore, host chapter(s) and the Vice Presidents of Membership must work together to minimize costs of the convention.

2. District Convention

- a. Beginning the respective fiscal year, Southeast District Convention will be placed at a host site vetted by the National Event Planner and selected by the Governors and Counselors.
- b. The slate will be presented to be voted on by the joint delegation at the closing joint session of the Southeast District Convention.
- c. For conventions occurring at host cities, host chapters will be selected by the Southeast District Councils based on chapter involvement, leadership, and completion of district and national requirements. The respective councils may determine other eligibility factors.
- d. The host chapter's primary location may differ from the selected host city. Numerous chapters may be selected as hosts for the SED Convention; to be determined by district councils based on chapter's qualifications and the need for assistance.

e. 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.

3. Special Conventions.

a. 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.

b. 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 Treasurer.

4. Business. Business at District meetings shall be determined by the District Officers with approval from the District Counselor(s).

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(s) hosting District Convention shall be responsible for the logistics of the Reading Band. It shall be the District Council's duty to provide a director and music with the assistance of the Host Chapter(s) if needed.
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(s) hosting District Convention shall be responsible for the logistics of the Auxiliary Clinic. It shall be the District Council's duty to provide a clinician with the assistance of the Host Chapter(s) if needed.

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 Secretary-Treasurer.

b. The District Secretary-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 Secretary-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 Petitioning Group(s)/Petitioning Group Members of the District for the purpose of assisting those Chapters and Petitioning Group(s)/Petitioning Group Members in need of financial assistance.
- b. The Rainy Day Fund may also be used to pay the first year Chapter fee of newly chartered Chapters in the District upon request and review.
- 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 Petitioning Group(s) must contact the District Secretary-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 Petitioning Group(s)

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.