



# TAU BETA SIGMA

2017 SOUTHEAST DISTRICT CONVENTION



CONVENTION MINUTES  
March 31<sup>st</sup> – April 2<sup>nd</sup>, 2017





# TAU BETA SIGMA

2017 SOUTHEAST DISTRICT CONVENTION



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*2017 – 2018 Southeast District Operations Manual*

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### SCHEDULE OF EVENTS

#### Friday, March 31<sup>st</sup>, 2017

3:00 pm – 9:00 pm	<u>Registration</u>
6:00 pm – 7:00 pm	<u>Joint Opening</u>
7:15 pm – 8:45 pm	<u>Separate Session #1</u>
8:45 pm – 10:00 pm	<u>TBS Ritual</u>

#### Saturday, April 1<sup>st</sup>, 2017

8:00 am – 9:15 am	<u>Separate Session #2</u>
9:30 am – 11:00 am	<u>Music Block</u> Reading Band Auxiliary Clinics Jazz Reading Band Song Workshop
11:00 am – 3:00 pm	<u>Committee Meeting Block</u> <i>Nominations (Closed)</i> <i>Joint Actions (Closed)</i> <i>Jazz Reading Band</i> <i>Jurisdiction</i> <i>Ways and Means</i> <i>Programs and Music Support</i> <i>Membership</i> <i>History and Sisterhood</i>
11:00 am – 2:00 pm	<u>Marketplace (OPEN)</u>
12:00 pm – 1:15 pm	<b>Lunch</b>
1:15 pm – 2:00 pm	<u>Service Block</u> Keeping Music in Your Service <i>Renee Cartee</i> To Serve or Not? <i>Debbie Baker</i> Does your Chapter Focus on Five?



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*Jonathan Markowski*  
Joint Service (Joint)  
*Jack Lee & Dr. Kathryn Kelly*

**2:15 pm – 3:00 pm**

Leadership Block  
DOB/Sponsor Relations Panel  
*Rachel Myers, Kevin Brenner, & Dr. Carmichael*  
Are you Helping or Hurting Your Chapter?  
*Lee Commander*  
Balancing Your Chapter's Wants and Needs  
*Dr. Kathryn Kelly*  
Using KKPsi and TBS Skills for Your Future (Joint)  
*Nic Rorrer & Chris Foster*

**3:15 pm – 4:00 pm**

Sisterhood Block  
Knowing a person is like music...  
*Belinda Ricks*  
Balancing Your Life with TBS  
*Zach Cheever & Carolyn Mercer*  
Minimizing SPACE: Chapter Connectivity  
*Donnelle' Mitchell*  
K's & T's (Joint)  
*Robert Bratcher*

**4:15 pm – 6:15 pm**

Separate Session #3

**7:30 pm – 10:00 pm**

**BANQUET / TALENT SHOW**

**SUNDAY, APRIL 3, 2016**

**8:00 am – 11:45 am**

Closing Separate Session

**12:00 pm**

Joint Closing Session



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## 2017 SOUTHEAST DISTRICT CONVENTION

**Friday, March 31<sup>st</sup>, 2017**

### ***OPENING JOINT SESSION***

*Call to order at 6:20 PM by the Tau Beta Sigma Southeast District President Lauren Harrison and the Kappa Kappa Psi Southeast District President Michael Bradford-Calhoun*

#### **1. Welcome by Southeast District Presidents**

#### **2. Introduction of National Officials**

##### o TBS (Harrison)

- National President: Dr. Kathryn Garrett-Kelly
- National Vice President for Colonization and Membership: Jonathan Markowski
- Board of Trustees: Debbie Baker
- Alumni Association Executive Board Member: Chris Foster
- Chapter Visitation Assistant: Rachel Kerley Myers
- Chapter Visitation Assistant: Kelsey Reilly
- Chapter Visitation Assistant from the SWD: Siobhan Wilkes
- District Counselor from the SWD: Donnelle' Mitchell

##### o KKY (Bradford-Calhoun)

- National President: Jack Lee
- Board of Trustees: Eric Morson
- Alumni Association Board of Directors: Brent Cannon
- Alumni Association Board of Directors: Nic Rorrer
- National Curriculum Committee Member: Jessica Lee
- Ritual Focus Group Member: Chris Haughee

#### **3. Introduction of Special Guests**

##### o TBS (Harrison)

- Belinda Baker, 2013-2014 SED President
- Zach Cheever, 2014-2015 SED VPM
- Allison Reagan, 2015-2016 SED VPSP
- Carolyn Mercer, 2014-2015 SED Secretary
- Kevin Brenner, 2012-2013 SED VPM
- Renee Cartee, Past SED Counselor

##### ▪ TBS District Honoraries

- Neil Bleiweiss, Past SED Parliamentarian
- Carolyn Mercer, Past SED Secretary & SEDAA Board Member
- Allison Reagan, Past SED VPSP
- Johathan Markowski, National VPCM

##### o KKY (Bradford-Calhoun)

- Past SED President & Current SEDAA Board Member: Ema Ashley
- Past SED Treasurer: Randy Hill



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## 2017 SOUTHEAST DISTRICT CONVENTION

- SEDAA Board of Director, Member: Greg Boike
- Past NED President: Jessica Lee
- KKPsi District Honoraries
  - Jack Lee, National President
  - Latrondrick Hunter, Governor
  - Lee Commander, TBS SED Counselor
  - Stephen Burt, TBS SED Counselor
  - National Headquarters
    - Robert Bratcher, National Publications Manager and Multimedia Designer

### **4. Recognition of Band Director and Sponsors**

### **5. Introductions KKY Officers (Bradford-Calhoun)**

- Vice President of Membership: Ariel Clouse, Pi, Auburn University
- Vice President of Programs: Evan Schlameuss, Kappa Zeta, Wake Forest
- Secretary/Treasurer: Jerome Hall, Alpha Eta, University of Florida
- Parliamentarian: Jamarius Taylor, Pi, Auburn University
- District Governor: Dr. Craig Aarhus, Pi, Auburn University Associate Director of Bands at MSU
- District Governor: Latrondrick Hunter, Zeta Eta, South Carolina State University
- President: Michael Bradford-Calhoun, Iota Zeta, North Carolina A&T State University

### **6. Introductions TBS Officers (Harrison)**

- Vice President of Membership: Katelyn Waldron, Iota Chi, University of South Florida
- Vice President of Special Projects: Isaac Norris, Eta Beta, University of North Alabama
- Secretary-Treasurer: Kathleen Elwell, Alpha Omega, Florida State University
- Parliamentarian: Hazel Shah, Epsilon Theta, Georgia Institute of Technology
- Historian: Do'Nyal Webb, Theta Lambda, Auburn University
- District Counselor: Lee Commander, Alpha Omega, Florida State University
- District Counselor: Stephen Burt, Epsilon Alpha, University of South Carolina
- President: Lauren Harrison, Theta Lambda, Auburn University

### **7. Current Colonies (Bradford-Calhoun):**

- Michael welcomed back the Iota Nu chapter of Kappa Kappa Psi from Alabama A&M University.

### **8. Announcements from the Host Chapters:**

- Brittany Reber representing Kappa Tau
  - Welcome to USF!
  - TBS will be staying in the same room for their separate session and KKPsi will be leaving, then the rooms will switch.
  - Maps of the campus were given in the registration bags

### **9. Brief Moment of Silence (Bradford-Calhoun):**



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- A brief moment of silence in remembrance of two brothers that were tragically lost this year. From the Lambda Zeta chapter of Fort Valley State University, Gary Johnson, and from the Eta Sigma chapter of the University of Central Florida, Andy Thornton.

### ***ENJOY CONVENTION!!***

#### **Announcements and Reminders**

- Reminder that we are guests on USF's campus, so please remain professional and courteous.
- Be aware at all times
- Be in committee sessions or workshops, whenever you are not on break.
- Please turn off or silence cell phones!

***JOINT SESSION IS RECESSED until Sunday at 12:00 PM***





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## ***OPENING SEPARATE SESSION***

*Call to order 7:21 PM by Lauren Harrison, President*

### **Women in Music Speaker**

- Jonathan introduces our Women in Music Speaker, Beth Cummings
- She is offered Honorary Membership in the National Chapter of Tau Beta Sigma

### **Candidacy Announcements**

- Do’Nyal Webb (Theta Lambda) announces her intent to run for District President
- Ethan Franks (Eta Beta) announces his intent to run for District President
- Jasmine Myers (Beta Xi) announces her intent to run for District Secretary Treasurer
- RJ Gammon (Beta Xi) announces his intent to run for District Vice President of Special Projects
- Melissa Kowrduck (Eta Phi) announces her intent to run for District Vice President of Membership
- Katelyn Wysong (Zeta Psi) announces her intent to run for District Vice President of Membership
- Olivia Stewart-Costa (Theta Lambda) announces her intent to run for District Secretary Treasurer
- Kellie Fahy (Alpha Omega) announces her intent to run for District Secretary Treasurer

### **General Announcements**

- Recognize Destiny Clark, Nominations chair
  - If you are intending to run for District Council, you must present your packet to her tonight and schedule a time for your interview with the Nominations committee.
- Ritual will be in the College of Music, do not go in until we start letting people in.
- There will be a membership candidate activity at the same time.
- T-shirts, bags, and raffle tickets will be on sale starting Saturday morning and we will take cash or check.
- Pineapples for the Spike Competition will be due during the second separate session on Saturday.

***SEPARATE SESSION IS RECESSED until Saturday at 8:00 am***

**Saturday, April 2, 2016**



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## 2017 SOUTHEAST DISTRICT CONVENTION

### ***SECOND SEPARATE SESSION***

*Call to Order at 8:09 AM by Lauren Harrison, President*

#### ● **Introduction of National Officials**

##### ○ **TBS (Harrison)**

- National President: Dr. Kathryn Garrett-Kelly
- National Vice President for Colonization and Membership: Jonathan Markowski
- Board of Trustees: Debbie Baker
- Alumni Association Executive Board Member: Chris Foster
- Chapter Visitation Assistant: Rachel Kerley Myers
- Chapter Visitation Assistant: Kelsey Reilly
- Chapter Visitation Assistant from the SWD: Siobhan Wilkes
- District Counselor from the SWD: Donnelle' Mitchell
- District Counselor: Lee Commander
- District Counselor: Stephen Burt

#### ● **Introduction of District Guests**

- Belinda Baker, 2013-2014 SED President
- Zach Cheever, 2014-2015 SED VPM
- Allison Reagan, 2015-2016 SED VPSP
- Carolyn Mercer, 2014-2015 SED Secretary
- Kevin Brenner, 2012-2013 SED VPM
- Renee Cartee, Past SED Counselor

#### ● **Seating of the Delegates**

- Alpha Omega – Official Delegate
- Beta Xi – Official Delegate
- Gamma Epsilon – Alpha Omega (3<sup>rd</sup> Round Delegate)
- Gamma Eta – Official Delegate
- Delta Theta – Official Delegate
- Epsilon Alpha – Official Delegate
- Epsilon Theta – Official Delegate
- Epsilon Lambda – Official Delegate
- Epsilon Xi – Alpha Omega (1<sup>st</sup> Proxy)
- Epsilon Chi – Theta Zeta (3<sup>rd</sup> Proxy)
- Zeta Beta – Theta Rho (3<sup>rd</sup> Proxy)
- Zeta Iota – Beta Xi (3<sup>rd</sup> Round Delegate)
- Zeta Tau – Official Delegate
- Zeta Psi – Official Delegate
- Eta Beta – Official Delegate
- Eta Lambda – Theta Lambda (1<sup>st</sup> Proxy)



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- Eta Xi – Zeta Tau (2<sup>nd</sup> Proxy)
- Eta Omicron – Epsilon Lambda (3<sup>rd</sup> Proxy)
- Eta Phi – Official Delegate
- Theta Gamma – Official Delegate
- Theta Zeta – Official Delegate
- Theta Iota – Theta Zeta (1<sup>st</sup> Proxy)
- Theta Lambda – Official Delegate
- Theta Nu – Epsilon Theta (2<sup>nd</sup> Proxy)
- Theta Rho – Official Delegate
- Theta Sigma – Official Delegate
- Theta Upsilon – Epsilon Lambda (2<sup>nd</sup> Proxy)
- Theta Chi – Delta Theta (3<sup>rd</sup> Round Delegate)
- Iota Gamma – Eta Beta (2<sup>nd</sup> Proxy)
- Iota Zeta – Theta Zeta (2<sup>nd</sup> Proxy)
- Iota Lambda – Epsilon Lambda (2<sup>nd</sup> Proxy)
- Iota Mu – Eta Phi (1<sup>st</sup> Proxy)
- Iota Nu – Official Delegate
- Iota Xi – Epsilon Theta (3<sup>rd</sup> Round Delegate)
- Iota Omicron – Epsilon Lambda (3<sup>rd</sup> Round Delegate)
- Iota Sigma – Official Delegate
- Iota Upsilon – Zeta Tau (3<sup>rd</sup> Round Delegate)
- Iota Phi – Official Delegate
- Iota Chi – Official Delegate
- Iota Psi – Official Delegate
- **After seating all delegates with selected proxies, proxies were assigned alphabetically beginning with Alpha Omega. At the end of this third round of seating, the final proxy to be sat was Zeta Tau. Next year we will begin this process with Zeta Psi.**
- **Motion to dispense the reading of the 2016 SED Convention Minutes**
  - Motion: Epsilon Alpha
  - Second: Epsilon Xi
  - Motion Passes
- **Motion to accept the 2016 SED Convention minutes as published by SED Secretary Isaac Norris**
  - Motion: Theta Rho
  - Second: Epsilon Theta
  - Motion Passes
- **No amendments to the 2016 SED Convention Minutes**
- **2016 SED Convention Minutes will stand as published**
- **Motion to approve the combination of the offices of SED Secretary and SED Treasurer**
  - Motion: Eta Beta
  - Second: Beta Xi



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- Motion Passes
- **Motion to change all references in the SED Constitution and the SED District Operations Manual to reflect the change to Secretary Treasurer.**
  - Motion: Eta Phi
  - Second: Iota Psi
  - Motion Passes
- **Nomination Speeches**
  - Nomination Chair: Destiny Clark, Iota Psi is recognized to moderate the Nominations Speeches.
    - **Secretary-Treasurer – Meet the Candidates**
      - Kellie Fahy, Alpha Omega
      - Jasmine Myers, Beta Xi
      - Taylor Posey, Iota Phi
      - Olivia Stewart-Costa, Theta Lambda
    - **Vice President of Special Projects – Meet the Candidates**
      - RJ Gammon, Beta Xi
      - Melissa Kowerduck, Eta Phi
    - **Vice President of Membership – Meet the Candidates**
      - Caleb Morris, Epsilon Alpha
      - Katelyn Wysong, Zeta Psi
    - **President – Meet the Candidates**
      - Ethan Frank, Eta Beta
      - Do’Nyal Webb, Theta Lambda
- **Introduction of Committee Chairs and Advisors**
  - History and Sisterhood
    - Chair: KeAsiah McLaughlin, Theta Zeta
    - Advisors: Do’Nyal Webb and Neil Bleiweiss
  - Membership
    - Chair: Katelyn Wysong, Zeta Psi
    - Advisors: Katelyn Waldron and Jonathan Markowski
  - Program and Music Support
    - Chair: Bethany McCrary, Eta Phi
    - Advisor: Isaac Norris and Belinda Ricks
  - Jurisdiction
    - Chair: Victoria Tuck, Epsilon Theta
    - Advisors: Hazel Shah and Rachel Myers
  - Way & Means
    - Chair: Leslie Moore, Theta Lambda



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- Advisors: Kathleen Elwell and Debbie Baker
- Joint Actions
  - Chair: Caleb Morris, Epsilon Alpha
  - Advisor: Stephen Burt
- Nominations
  - Chair: Destiny Clark, Iota Psi
  - Advisor: Lee Commander and Donnelle Mitchell
- **Committee Assignments**
  - Jurisdiction Committee
    - Epsilon Theta – Chair
    - Delta Theta
    - Zeta Tau
    - Eta Beta
    - Theta Iota
    - Iota Gamma
  - Membership Committee
    - Zeta Psi – Chair
    - Gamma Epsilon
    - Theta Rho
    - Iota Nu
    - Iota Omicron
    - Iota Sigma
  - Programs and Music Support Committee
    - Eta Phi – Chair
    - Eta Xi
    - Zeta Beta
    - Theta Gamma
    - Iota Lambda
    - Iota Xi
  - History and Sisterhood Committee
    - Theta Zeta – Chair
    - Gamma Eta
    - Epsilon Xi
    - Zeta Iota
    - Eta Lambda
    - Theta Chi
  - Ways and Means Committee
    - Theta Lambda – Chair
    - Beta Xi
    - Eta Omicron



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Theta Sigma
- Theta Upsilon
- Epsilon Chi
- Nominations Committee
  - Iota Psi – Chair
  - Epsilon Lambda
  - Iota Upsilon
  - Theta Nu
  - Iota Chi
- Joint Actions Committee
  - Epsilon Alpha – Chair
  - Alpha Omega
  - Iota Zeta
  - Iota Mu
  - Iota Phi

### Host Chapter Announcements

- There is a Snap Chat filter available. Use it.
- Sign up for Auxiliary clinic is outside REC 107.

### Announcements from District Officers

- Committees are working through lunch. If you are a delegate or advisor you will get Chik fil A for lunch.
  - Motion for recess until 4:15 PM
    - Motion: Eta Lambda
    - Second: Epsilon Theta
    - Motion Passes

***SEPARATE SESSION RECESSED until 4:15 PM***



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## ***THIRD SEPARATE SESSION*** *Call to Order 4:35 PM by Lauren Harrison*

### **Roll Call**

- Alpha Omega
- Beta Xi
- Gamma Epsilon
- Delta Theta
- Epsilon Alpha
- Epsilon Theta
- Epsilon Lambda
- Epsilon Xi
- Epsilon Chi
- Zeta Beta
- Zeta Iota
- Zeta Tau
- Zeta Psi
- Eta Beta
- Eta Lambda
- Eta Xi
- Eta Omicron
- Eta Phi
- Theta Gamma
- Theta Zeta
- Theta Iota
- Theta Lambda
- Theta Nu
- Theta Rho
- Theta Sigma
- Theta Upsilon
- Theta Chi
- Iota Gamma
- Iota Zeta
- Iota Lambda
- Iota Mu
- Iota Nu
- Iota Xi
- Iota Omicron
- Iota Sigma
- Iota Phi



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Iota Chi
- Iota Psi

**Absent:** Gamma Eta, Iota Upsilon

### National Presentation

- Dr. Kathryn Kelly and Jonathan Markowski presented information from Nationals. They encouraged attendance at National Convention.

### Officer Reports

- Motion to accept the Officer Report of the 2016-2017 SED Historian (report attached), Do’Nyal Webb
  - Motion: Theta Lambda
  - Second: Epsilon Alpha
  - Motion Passes
- Motion to accept the Officer Report of the 2016-2017 SED Parliamentarian (report attached), Hazel Shah
  - Motion: Epsilon Theta
  - Second: Iota Xi
  - Motion Passes

### Committee Reports

- Committee Report on the *Committee for Nominations* (report attached)
  - Slate:
    - President: Do’Nyal Webb
    - VPM: Katelyn Wysong
    - VPSP: Caleb Morris
    - Secretary-Treasurer: Taylor Posey

### Officer Reports

- Motion to accept the Officer Report of the 2016-2017 SED Secretary-Treasurer (report attached), Kathleen Elwell
  - Motion: Alpha Omega
  - Second: Zeta Psi
  - Motion Passes





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## 2017 SOUTHEAST DISTRICT CONVENTION

- Motion to accept the Officer Report of the 2016-2017 SED Vice President of Special Projects (report attached), Isaac Norris
  - Motion: Eta Beta
  - Second: Theta Zeta
  - Motion Passes
- Motion to accept the Officer Report of the 2016-2017 SED Vice President of Membership (report attached), Katelyn Waldron
  - Motion: Iota Chi
  - Second: Iota Rho
  - Motion Passes

### Announcements

- Please get to banquet on time. It is outside so flats are recommended.
  - Shirts, bags, and raffle tickets are still on sale.
  - The Eighth Note is posted on the website. Take a look at it!
- 
- Motion to recess until tomorrow morning at 8:00 AM
    - Motion: Eta Lambda
    - Second: Zeta Tau
    - Motion Passes

***SEPARATE SESSION IS RECESSED until Sunday at 8:00 AM***



# TAU BETA SIGMA



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2017 SOUTHEAST DISTRICT CONVENTION

**Sunday, April 2, 2017**

***CLOSING SEPARATE SESSION***

***Call to Order at 8:10 AM by Lauren Harrison, President***

**Roll Call**

- Alpha Omega
- Beta Xi
- Gamma Epsilon
- Delta Theta
- Epsilon Alpha
- Epsilon Theta
- Epsilon Lambda
- Epsilon Xi
- Epsilon Chi
- Zeta Beta
- Zeta Iota
- Zeta Tau
- Zeta Psi
- Eta Beta
- Eta Lambda
- Eta Xi
- Eta Omicron
- Eta Phi
- Theta Gamma
- Theta Zeta
- Theta Iota
- Theta Lambda
- Theta Nu
- Theta Rho
- Theta Sigma
- Theta Upsilon
- Theta Chi
- Iota Gamma
- Iota Zeta
- Iota Lambda
- Iota Mu
- Iota Nu
- Iota Xi
- Iota Omicron



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Iota Sigma
- Iota Upsilon
- Iota Phi
- Iota Chi
- Iota Psi

**Absent:** Gamma Eta

### **Committee Reports:**

- Committee Report on the *Committee for Membership* (report attached)
  - Motion to accept the Committee Report on the *Committee for Membership*
    - Motion: Zeta Psi
    - Second: Epsilon Chi
    - Motion Passes
- Committee Report on the *Committee for Programs and Music Support* (report attached)
  - Motion to accept the Committee Report on the *Committee for Programs and Music Support*
    - Motion: Eta Phi
    - Second: Zeta Beta
    - Motion Passes
- Committee Report on the *Committee for Jurisdiction* (report attached)
  - Motion to accept the Committee Report on the *Committee for Jurisdiction*
    - Motion: Epsilon Theta
    - Second: Epsilon Xi
    - Motion Passes
  - Motion to accept all changes to the SED Constitution as proposed by the *Committee for Jurisdiction*.
    - Motion: Epsilon Theta
    - Second: Eta Beta
    - Motion Passes
  - Motion to accept all changes to the SED District Operations Manual as proposed by the *Committee for Jurisdiction*.
    - Motion: Epsilon Theta
    - Second: Theta Rho
    - Motion Passes

### **SEDAA Announcement**



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## 2017 SOUTHEAST DISTRICT CONVENTION

- If you're an alumnus or a graduating senior, sign up to join TBSAA and SEDAA!

### **District Awards and Competitions**

- Scrapbook Contest
  - Winner: Theta Lambda
  - Runner up: Iota Psi
- Spike Competition
  - Winner: Beta Xi
  - First Runner-Up: Epsilon Theta
  - Second Runner-Up: Alpha Omega

### **Committee Reports**

- Committee Report on the *Committee for Ways and Means* (report attached)
  - Motion to accept the Committee Report on the *Committee for Ways and Means*
    - Motion: Theta Lambda
    - Second: Eta Lambda
    - Motion Passes
  - Motion to accept the 2017-2018 Southeast District Budget
    - Motion: Zeta Tau
    - Second: Theta Rho
    - Motion Passes

### **District Awards and Competitions**

- Focus on Five Award
  - Winner: Theta Lambda
  - Honorable Mentions:
    - Theta Zeta
    - Theta Upsilon
    - Iota Zeta
- Shells Umbrella Full Participation Certificate
  - Epsilon Theta
  - Theta Lambda
  - Zeta Psi
  - Iota Nu
- Shells Umbrella Award
  - Epsilon Theta



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## 2017 SOUTHEAST DISTRICT CONVENTION

- National Convention Registration Raffle Winners
  - Jared Finkle, Iota Chi
  - Ikeila Thomas, Zeta Tau
- Spirit Stick
  - Iota Psi

### **Committee Reports**

- Committee Report on the *Committee for Nominations* (report attached)
  - Motion to accept the Committee Report on the *Committee for Nominations*
    - Motion: Iota Psi
    - Second: Theta Rho
    - Motion Passes

### **Elections**

- **Slate:**
  - President: Do’Nyal Webb
  - VPM: Katelyn Wysong
  - VPSP: Caleb Morris
  - Secretary- Treasurer: Taylor Posey

### **Floor Opened for Nominations for President**

- Do’Nyal Webb from Theta Lambda
- Nasya Blackwell from Theta Zeta
  - Note that the nominations committee took Nasya Blackwell outside of the room to verify that she is eligible. It was confirmed that she is eligible to run.
- Ethan Franks from Eta Beta
- Floor is closed

### **Five Minute Q&A with the Candidates**

- Motion to Extend time by 3 minutes
  - Motion: Epsilon Theta
  - Second: Iota Zeta
  - Motion Passes
- Motion to caucus for 5 minutes.
  - Motion: Beta Xi
  - Second: Iota Chi



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Motion Fails
- **Vote by secret ballot for the office of 2017-2018 SED President**

### **2017-2018 Southeast District President is Do’Nyal Webb, Theta Lambda**

#### **Floor Opened for Nomination for Vice President of Membership**

- Katelyn Wysong from Zeta Psi
- Caleb Morris from Epsilon Alpha
- Ethan Franks from Eta Beta
- Floor is closed

#### **Five Minute Q&A with the Candidates**

- Motion to extend time by 3 minutes
  - Motion: Beta Xi
  - Second: Epsilon Xi
  - Motion Fails
- **Vote by secret ballot to elect the 2017-2018 Southeast District Vice President of Membership**

### **2017-2018 Southeast District Vice President of Membership is Katelyn Wysong, Zeta Psi**

#### **Floor Opened for Nominations for Vice President of Special Projects**

- Caleb Morris from Epsilon Alpha
- Melissa Kowderduck from Eta Phi
- Ethan Frank from Eta Beta
- RJ Gammon from Beta Xi
- Kayla Jordan from Eta Xi
  - Note that the nominations committee took Kayla Jordan outside of the room to verify that she is eligible. It was confirmed that she is eligible to run.
- Nasya Blackwell from Theta Zeta
- Floor is closed

#### **Ten Minute Q&A with the Candidates**

- Motion to caucus for five minutes.
  - Motion: Epsilon Xi
  - Second: Zeta Psi
  - Motion Fails
- **Vote by secret ballot for the office of 2017-2018 SED Vice President of Special Projects**



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- **There is no majority so a runoff was performed with the remaining candidates:**
    - Caleb Morris
    - Melissa Kowerduck
    - RJ Gammon
    - Nasya Blackwell
  - Motion to Caucus for five minutes
    - Motion: Epsilon Theta
    - Second: Iota Xi
    - Motion Fails
  - **Vote by secret ballot for the office of 2017-2018 SED Vice President of Special Projects**
  - **There is no majority so a runoff was performed with the remaining candidates:**
    - Caleb Morris
    - RJ Gammon
    - Nasya Blackwell
  - Motion to Caucus for three minutes
    - Motion: Epsilon Theta
    - Second: Alpha Omega
    - Motion Fails
  - Vote by secret ballot for the office of 2017-2018 SED Vice President of Special Projects
  - **There is no majority so a runoff was performed with the remaining candidates:**
    - RJ Gammon
  
  - Motion to Caucus for two minutes
    - Motion: Epsilon Theta
    - Second: Eta Beta
    - Motion Fails
  - Vote by secret ballot for the office of 2017-2018 SED Vice President of Special Projects
- 2017-2018 Southeast District Vice President of Special Projects is RJ Gammon**
- Motion to Recess for three minutes
    - Motion: Iota Phi
    - Second: Theta Gamma



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Motion Passes

### **Floor Opened for Nominations for Secretary-Treasurer**

- Taylor Posey from Iota Phi
- Olivia Stewart-Costa – Theta Lambda
- Jasmine Myers – Beta Xi
- Nasya Blackwell – Theta Zeta
- Kellie Fahy – Alpha Omega
- Melissa Kowderduck – Eta Phi
- Floor is closed

### **Ten Minute Q&A with the Candidates**

- Motion to extend for three minutes.
  - Motion: Theta Lambda
  - Second: Iota Zeta
  - Motion Fails
- **Vote by secret ballot for the office of 2017-2018 SED Secretary-Treasurer**
- **There is no majority so a runoff was performed with the remaining candidates:**
  - Taylor Posey from Iota Phi
  - Olivia Stewart-Costa from Theta Lambda
  - Jasmine Myers from Beta Xi
  - Nasya Blackwell from Theta Zeta
  - Kellie Fahy from Alpha Omega
- **Vote by secret ballot for the office of 2017-2018 SED Secretary-Treasurer**
- **There is no majority so a runoff was performed with the remaining candidates:**
  - Taylor Posey from Iota Phi
  - Jasmine Myers from Beta Xi
  - Nasya Blackwell from Theta Zeta
  - Kellie Fahy from Alpha Omega
- **Vote by secret ballot for the office of 2017-2018 SED Secretary-Treasurer**
- **There is no majority so a runoff was performed with the remaining candidates:**
  - Taylor Posey from Iota Phi





# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Nasya Blackwell from Theta Zeta
- Kellie Fahy from Alpha Omega
- Motion to Caucus for Three Minutes
  - Motion: Beta Xi
  - Second: Zeta Tau
  - Motion Passes
- **Vote by secret ballot for the office of 2017-2018 SED Secretary-Treasurer**
- **There is no majority so a runoff was performed with the remaining candidates:**
  - Taylor Posey
  - Kellie Fahy
- **Vote by secret ballot for the office of 2017-2018 SED Secretary-Treasurer**
- **There is no majority so a runoff was performed with the remaining candidates:**
  - Taylor Posey
- **Vote by secret ballot for the office of 2017-2018 SED Secretary-Treasurer**

### **2017-2018 Southeast District Secretary-Treasurer is Taylor Posey**

#### **Counselor Reports**

- **Motion to accept the Counselor Report of the 2014-2017 SED Counselor (report attached), Lee Commander**
  - Motion: Alpha Omega
  - Second: Theta Tau
  - Motion Passes
- **Motion to accept the Counselor Report of the 2014-2017 SED Counselor (report attached), Stephen Burt**
  - Motion: Epsilon Alpha
  - Second: Iota Psi
  - Motion Passes

#### **Officer Reports**

- **Motion to accept the Officer Report of the 2016-2017 SED President (report attached), Lauren Harrison**
  - Motion: Theta Lambda
  - Second: Iota Sigma
  - Motion Passes



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

### Oath of Office is administered by Lauren Harrison to the newly elected 2017-2018 Southeast District Council

- President: Do’Nyal Webb
- Vice President of Membership: Katelyn Wysong
- Vice President of Special Projects: RJ Gammon
- Secretary-Treasurer: Taylor Posey

### Announcements

- Stephen is passing out a paper needed for joint closing. It is a pro’s and con’s list for the locations proposed for next year’s SED convention.
- Historian and Parliamentarian coming out soon
- Natcon info coming out soon
- Come get your pineapple
- Graduating senior come see SEDAA

### Motion to Adjourn Separate Session

- Motion: Zeta Psi
- Second: Iota Chi
- Motion passes

***SEPARATE SESSION IS ADJOURNED AT 12:31 PM***



# TAU BETA SIGMA



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2017 SOUTHEAST DISTRICT CONVENTION

## *CLOSING JOINT SESSION*

*Call to order at 1:16 pm by the Tau Beta Sigma Southeast District President Lauren Harrison and the Kappa Kappa Psi Southeast District President Michael Bradford-Calhoun*

### **Roll Call: Kappa Kappa Psi (Bradford-Calhoun)**

- Quorum is met

### **Roll Call: Tau Beta Sigma (Harrison)**

- Chapters present:

- Alpha Omega
- Beta Xi
- Gamma Epsilon
- Delta Theta
- Epsilon Alpha
- Epsilon Theta
- Epsilon Lambda
- Epsilon Xi
- Zeta Beta
- Zeta Iota
- Zeta Tau
- Zeta Psi
- Eta Beta
- Eta Lambda
- Eta Xi
- Eta Phi
- Theta Lambda
- Theta Rho
- Theta Sigma
- Theta Chi
- Iota Gamma
- Iota Mu
- Iota Nu
- Iota Sigma
- Iota Upsilon
- Iota Chi
- Iota Psi

- Absent:

- Gamma Eta
- Epsilon Lambda



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Epsilon Chi
- Eta Omicron
- Theta Gamma
- Theta Zeta
- Theta Iota
- Theta Nu
- Theta Upsilon
- Iota Zeta
- Iota Lambda
- Iota Xi
- Iota Omicron
- Iota Phi

### **Committee Reports:**

- Committee Report on the *Joint Action Committee* (report attached)
  - Motion to approve the committee report on the *Joint Action Committee*
    - Motion: Beta Xi, Tau Beta Sigma
    - Second: Gamma Nu, Kappa Kappa Psi
    - Kappa Kappa Psi Motion Passes
    - Tau Beta Sigma Motion Passes
- **Slate for the Host of the 2018 Southeast District Convention:** Hilton Hotel in Charleston, South Carolina
  - Motion to approve the slate for the Host of the 2018 Southeast District Convention.
    - Motion: Iota Rho, Tau Beta Sigma
    - Second: Mu Rho, Kappa Kappa Psi
    - Tau Beta Sigma Motion Passes
    - Kappa Kappa Psi Motion Passes
  - Motion for Charleston to host the 2018 Southeast District Convention by acclamation.
    - Motion: Alpha Omega, Tau Beta Sigma
    - Second: Alpha Eta, Kappa Kappa Psi
    - Tau Beta Sigma Motion Fails
    - Motion fails
  - Tau Beta Sigma Iota Nu nominates Knoxville to Host the 2018 Southeast District Convention
  - Motion to Caucus for three minutes
    - Motion: Pi, Kappa Kappa Psi



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Second: Zeta Psi, Tau Beta Sigma
- Kappa Kappa Psi Motion Passes
- Tau Beta Sigma Motion Passes
- Motion for Charleston to Host the 2018 Southeast District Convention by placard vote
  - Motion: Theta Sigma, Tau Beta Sigma
  - Second: Alpha Sigma, Kappa Kappa Psi
  - Tau Beta Sigma Motion Passes
  - Kappa Kappa Psi Motion Passes
- Vote by Placard for Charleston to Host the 2018 Southeast District Convention
  - Tau Beta Sigma Motion Passes
  - Kappa Kappa Psi Motion Passes
  
- **The host of 2018 Southeast District Convention shall be the Hilton Hotel in Charleston South Carolina.**

### **Presentation of the 2017-2018 Southeast District Council of Kappa Kappa Psi (Bradford-Calhoun)**

- President: Frank Marzin, Iota, Georgia Institute of Technology
- Vice President of Programs: Keith Pringle, Eta Sigma, University of Central Florida
- Vice President of Membership: Brianna Mckinzie, Alpha Eta, University of Florida
- Secretary/Treasurer: Brittany Reber, Kappa Tau, University of South Florida

### **Presentation of the 2017-2018 Southeast District Council of Tau Beta Sigma (Harrison)**

- President: Do’Nyal Webb, Theta Lambda, Auburn University
- Vice President of Membership: Katelyn Wysong, Zeta Psi, University of Central Florida
- Vice President of Special Projects: RJ Gammon, Beta Xi, University of Florida
- Secretary-Treasurer: Taylor Posey, Iota Phi, Elizabeth City State University

### **Recognition of Kappa Tau, Kappa Kappa Psi and Iota Chi, Tau Beta Sigma as hosts of the 2017 SED Convention**

### **Motion to Adjourn the 2017 Southeast District Convention**

- Motion: Iota Chi, Tau Beta Sigma
- Second: Kappa Tau, Kappa Kappa Psi
- Kappa Kappa Psi Motion Passes
- Tau Beta Sigma Motion Passes



# TAU BETA SIGMA

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2017 SOUTHEAST DISTRICT CONVENTION



*The 2017 Southeast District Convention of Kappa Kappa Psi and Tau Beta Sigma  
is adjourned at 1:46 PM.*



# TAU BETA SIGMA

2017 SOUTHEAST DISTRICT CONVENTION



## **COMMITTEE REPORTS**

### ***History and Sisterhood Committee Report***

Committee Chair:

KeAsiah McLaughlin  
Theta Zeta, the North Carolina A&T State University

Committee Advisors:

Do’Nyal Webb (SED Historian) and Neil Bleiweiss (Past SED Parliamentarian)

**Charges to Committee:**

- Review 2016 Committee on History and Sisterhood Report
- Find a means of keeping the history for the past and present of the sorority on a web-based platform that all sisters could access
- Discuss possibilities, platforms or hosting services that will be able give chapters in SED ability to update website
  - Chapter historians have access to personalize (optional)
  - Include band history (optional)
  - Charter (optional)
- Review the Legacy Plan proposed by the 2016-2017 SED Historian
- Review the actions taken and completion of charges by the 2016-2017 SED Historian

**Implementation of Charges:**

- Reviewed 2016 Committee on History and Sisterhood Report
- Find a means of keeping the history for the past and present of the sorority on a web-based platform that all sisters could access
  - Implemented the Legacy Project which is a way to collect history of the district, have a home for it beyond the scrapbook, offer a chance to get interviews and have a place for them, and highlight chapters
- Discussed possibilities, platforms or hosting services that will be able give chapters in SED ability to update website
  - Recommended creation of the chapter directory project on the SED website where chapter historians can edit with their chapter history, band history, and charter.



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- On SED website, the directory will be organized by states and chapters. Each chapter's page will include the following:
  - Chapter name
  - School name
  - Charter date
  - Mascot
  - Big/little sister chapters
  - Updated chapter photo
- A link at the bottom of each chapter's page will take users to that chapter's Google Drive for more detailed information about each chapter
- Recommended District Council to determine effective way to increase chapter participation
- Reviewed the Legacy Plan proposed by the 2016-2017 SED Historian
- Reviewed the actions taken and completion of charges by the 2016-2017 SED Historian
  - Revitalized the SED History Powerpoint
  - Created a digital version of 2015-2016 scrapbook
  - Implemented the Spike Mascot competition
  - Developed chapter status spreadsheet for District Council use
  - Created chapter Google Drives for submission of photos and collection of history

### **Charges to the 2018 Committee on History and Sisterhood:**

- Review 2017 Committee on History and Sisterhood Report
- Discuss possibility of new District logo
- Evaluate status and effectiveness of Legacy Project and associated committee
- Evaluate status and effectiveness of Spike mascot competition
- Evaluate status and effectiveness of scrapbook competition
- Evaluate status and effectiveness of chapter directory project and associated committee

### **Charges to the 2017-2018 Historian (if applicable)**

- Communicate to chapters more effectively
- Develop a "History and Sisterhood Week" to gather information about each chapter
- Determine submission deadlines for chapter directory project to be submitted at least once a semester
  - Work with district webmaster to develop pages for chapter directory pages
- Consider a two week deadline prior to SED convention for scrapbook competition





# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Produce the SED 2017 recap video
- In officer report discuss what SED Historian did in office and history of district for the year

### **Charges to the 2017-2018 District Council (if applicable)**

- Ensure that the SED Historian is aware of responsibilities
- Determine the most effective way to manage and implement chapter directory project (i.e. Historian and ad hoc committee, district officers and chapter mentorship, etc.)
- Develop a Legacy Project committee to ensure successful implementation for the project and be managed by the SED Historian
- Revitalize the scrapbook competition where all photos must be submitted in the Google Drive, unless submitting a physical copy. Only one entry is accepted. Winner is chosen by council.

Respectfully Submitted,

### **Committee Chair:**

KeAsiah McLaughlin, Theta Zeta

### **Advisors:**

Do’Nyal Webb (SED Historian)

Neil Bleiweiss (Past SED Parliamentarian)

### **Committee Members:**

KeAsiah McLaughlin, Theta Zeta

Gamma Eta (not in attendance)

Sidney Clarke (Proxy), Epsilon Xi

Jasmine Myers (Proxy), Zeta Iota

Olivia Stewart-Costa (Proxy), Eta Lambda

Mariah Lewis (Proxy), Theta Chi



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

### **In Attendance:**

Zeta Psi



# TAU BETA SIGMA

2017 SOUTHEAST DISTRICT CONVENTION



## Joint Actions Committee (JAC) Report

### Tau Beta Sigma Committee Chair:

Caleb Morris, Epsilon Alpha, University of South Carolina

### Tau Beta Sigma Committee Advisor:

Stephen Burt, Epsilon Alpha, Southeast District Counselor

### **Charges to Committee:**

- Review the report from the 2016 Joint Actions Committee.
- Analyze the Constitutional requirements for the selection of a host city and discuss the notes from the 2016 Joint Actions Committee as a guideline for bid considerations.
- Review all Convention host bids and present a slate to the joint delegation at the closing Joint Session.
- Discuss the selection process for host chapters for SED Convention and recommend criteria for the District Council to consider in the selection process.
- Discuss the responsibilities of the host chapters in the execution of Convention and propose a separation of duties across parties involved in the planning of Convention.
- Analyze and discuss the implementation and progress of the Eighth Note, based on the new criteria presented in the 2016 year. Discuss necessary changes following the first year of the new Eighth Note system.
- Discuss ways to improve SED Convention.
- Discuss ways to improve joint relations at SED Convention.
- Evaluate the reading band and auxiliary clinic as implemented in 2017.
- Discuss the potential of having two District Leadership Conferences instead of one.

### **Implementation of Charges:**

Review the report from the 2016 Joint Actions Committee.

- We read the report from the 2016 Joint Actions Committee.

Analyze the Constitutional requirements for the selection of a host city and discuss the notes from the 2016 Joint Actions Committee as a guideline for bid considerations.

- We agreed to leave the Constitutional requirements for the selection of a host city unchanged.

Discuss the selection process for host chapters for SED Convention and recommend criteria for the District Council to consider in the selection process.

- We agreed that the the host chapters should be decided by the District Councils, Counselors, and



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

Governors.

- We recommend that the host chapter does not have to be the chapter whose location is closest to the host city.
- We recommend that the host chapter must have all their paperwork in on time.
- We recommend that the host chapter must have the ability to front the costs associated with their responsibilities.
- We recommend that other chapters can be chosen to assist the host chapter in the weeks prior to Convention if needed.
- We recommend that host chapters should not be allowed to host Convention two years in a row.

Discuss the responsibilities of the host chapters in the execution of Convention and propose a separation of duties across parties involved in the planning of Convention.

- We agreed that the responsibility of the host chapter(s) are to provide:
  1. Instruments for Reading Band
  2. Auxiliary equipment
  3. Pamphlets
  4. Placards
  5. Nametags
  6. Registration
  7. Printing
  8. T-shirts
  9. Convention Website

Analyze and discuss the implementation and progress of the Eighth Note, based on the new criteria presented in the 2016 year. Discuss necessary changes following the first year of the new Eighth Note system.

- See attached subcommittee report, “Eighth Note Legacy Plan.”
- We specified language to read: “The Eighth Note Committee shall be a standing sub-committee that meets between District Conventions.”
- We added language to read: “The Eighth Note Committee shall communicate and advertise the publication of the Eighth Note within a week of the set deadline.”
- We discussed the 2016-17 Eighth Note Committee, and agreed that the Committee did a phenomenal job putting the Eighth Note together. The only recommendation we had was to stick to the timeline presented in the 2015 Eighth Note Action Plan.

Discuss ways to improve SED Convention.

- We agreed that the host chapter should better utilize the convention website by including: a packing list (includes membership card, Ritual attire, laptop if needed, etc.), a continuously updated “frequently asked



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

questions” section, and a “fundamentals of convention” section that covers everything convention attendees should no regardless of experience in the Fraternity/Sorority.

- We agreed that the host chapter should better delegate authority; more than one member of the host chapter should know what is going on so they can better assist convention attendees.

### Discuss ways to improve joint relations at SED Convention.

- We did not have anything to discuss regarding improving joint relations at SED Convention.
- In regards to improving the Joint Actions Committee, we discussed sending out the reports for the Committee to the committee members in advance, telling the committee members to bring their laptops, and telling the Kappa Kappa Psi committee members in advance that the committee would be meeting through lunch.

### Evaluate the reading band and auxiliary clinic as implemented in 2017.

- We agreed that the auxiliary clinic should have two instructors: one for beginners and one for advanced. The two groups should continue to be in the same space.
- We agreed that the dance clinic routine should be less specific in style of dance.

### Discuss the potential of having two District Leadership Conferences instead of one.

- We discussed the cons of having two DLCs: more time commitment from the Councils.
- We discussed the pros of having two DLCS: potentially more total attendance across the two conferences, and more opportunities for chapters to host a district event since SED will no longer be held on chapter campuses.
- We discussed the bidding process. We agreed that chapters would bid to host DLC and the Councils would select the two host sites from the bids.
- We discussed the timeline for DLC. We agreed that DLC should be held at the end of January and/or February on back to back weekends.

### Review all Convention host bids and present a slate to the joint delegation at the closing Joint Session.

- We reviewed the Convention host bids from Charlotte, NC, Knoxville, TN, and Charleston, SC and slated a city to host the 2018 Southeast District Convention.

### **Charges to the 2018 Joint Actions Committee:**

- Review the report from the 2017 Joint Actions Committee.
- Review all Convention host bids and present a slate to the joint delegation at the closing Joint Session.
- Review the report presented by the Chairs of the 2017-18 Eighth Note Committee.
- Assess the 2017-18 Eighth Note Committee and recommend any changes as necessary.
- Assess the process for selecting the host city and host chapters.
- Assess the two District Leadership Conferences, if necessary.



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Discuss ways to improve SED Convention.
- Discuss ways to improve joint relations at SED Convention.
- Evaluate the reading band and auxiliary clinic as implemented in 2018.

### **Charges to the District Council of Tau Beta Sigma:**

- Plan two District Leadership Conferences in the Spring of 2018.

### **Charges to the District Counselors:**

- Gather bids to host the 2019 SED Convention and select a number to present to the 2018 Joint Actions Committee.

Respectfully submitted,

### **Committee Chairs:**

- Caleb Morris – Tau Beta Sigma, Epsilon Alpha, University of South Carolina
- Quenci Bradley – Kappa Kappa Psi, Iota Zeta, North Carolina A&T State University

### **Advisors:**

- Stephen Burt – Tau Beta Sigma, Epsilon Alpha, University of South Carolina
- Craig Aarhus - Kappa Kappa Psi, Epsilon, Mississippi State University

### **Committee Members (Tau Beta Sigma):**

- Alpha Omega – Katelyn Ellwood
- Iota Zeta – Desiree Hunter (Proxy from Theta Zeta)
- Iota Mu – Melissa Kowderuck (Proxy from Eta Phi), Secretary
- Iota Phi – Taylor Posey

### **Committee Members (Kappa Kappa Psi):**

- Epsilon – Zach Schilling
- Kappa Beta – Samantha Verdonck
- Kappa Sigma – Julie Brackett
- Lambda Rho (not in attendance)



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

### **In Attendance (to present the 2016-17 Eighth Note Committee Report)**

- Ryan Smith – Kappa Kappa Psi, Epsilon, Mississippi State University

### **Attachments**

- 2016-17 Eighth Note Committee Report

## **The 2016 - 2017 Eighth Note Committee Report**

*To be submitted to the Joint Actions Committee (JAC) at the 2017 Southeast District Convention of Kappa Kappa Psi and Tau Beta Sigma.*

*NOTE: Due to financial conflicts, the District VPSP of Tau Beta Sigma that was elected into office at the 2016 Southeast District Convention in Auburn, Ala., had to resign from office. Because of this and other factors during that time, the deadlines proposed in The Eighth Note Action Plan created by the Ad-hoc Eighth Note Committee in 2015 were not implemented. Those deadlines, and the deadlines that were implemented after the vacancy of the office, are listed in this report.*

### **District Counselor:**

Stephen Burt, Tau Beta Sigma

### **Committee Advisors:**

Isaac Ray Norris, 2016 - 2017 Tau Beta Sigma SED Vice President of Special Projects  
Evan Schlameuss, 2016 - 2017 Kappa Kappa Psi SED Vice President of Programs

### **Committee Chairs:**

Caleb Morris, Epsilon Alpha, Tau Beta Sigma  
Ryan Smith, Epsilon, Kappa Kappa Psi

### **Committee Members:**

Hunter Burchfield, Theta Lambda, Tau Beta Sigma



# TAU BETA SIGMA



## 2017 SOUTHEAST DISTRICT CONVENTION

Jasmine Myers, Beta Xi, Tau Beta Sigma  
Olivia Vega, Alpha Eta, Kappa Kappa Psi  
Lee McPhatter, Iota Zeta, Kappa Kappa Psi

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## The 2015 Eighth Note Action Plan

*Created by the 2015 ad-hoc Eighth Note Committee*

### HOSTING

- The hosting process shall be changed from a chapter host to a standing committee.
- The committee shall have an even representation from Kappa Kappa Psi and Tau Beta Sigma.
- All committee members shall be active members of their respective organizations.
- The Kappa Kappa Psi Vice President of Programs and Tau Beta Sigma Vice President of Special Projects shall serve as advisors to the committee.
- The committee shall be selected by way of applications to the committee.

### SIZE

- The committee shall be composed of six members.
- There shall be three members from each organization, including the chair of each committee.
- There shall be two chairs for the Eighth Note Committee, a chair from Kappa Kappa Psi and a chair from Tau Beta Sigma.
- These committee chairs shall be selected by their respective Southeast District Councils, prior to the announcement of the committee, via virtual interviews.

### APPLICATION

- The application shall include a description of *The Eighth Note*.





# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- A résumé should be submitted with the application.
- A Chapter Letter of Recommendation should be submitted with the application.
- Questions:
  - Briefly explain why you would like to serve on the Eighth Note Committee.
  - What do you hope to accomplish if selected for this committee?
  - List any other experiences, fraternal or non, that have prepared you to work on this committee.
  - List all school activities that you are involved with:
  - Are you interested in serving as committee chair of the Eighth Note? If interested, please complete the questions below. If not, please go to the last page of the application and complete the contact form.
    - What leadership experiences have you had in the past?
    - How do you hope to grow as a leader through the Eighth Note committee if you are chosen?
- Contact form:
  - Telephone
  - Email address
  - Primary source of contact
  - Best time to contact
- On the application, there shall be a check box to indicate if the applicant would like to serve as the chair of the committee
- Applicants interested in serving as the chair of the committee shall have a speaking interview (via phone call/skype/FaceTime/Google Hangout, etc.)
- Chair shall be decided based off of the submitted application, listed experience, and interview.
- Respective councils shall decide the members of their committee based off of the submitted applications, résumés, and letters of recommendation.

### **TIMELINE**

- Applications shall be distributed to the district by September 1.
- The application deadline shall be determined by the standing councils.
- Committee shall be decided and established by October 10.
- The committee shall only be announced after the committee chairs have been decided.

### **ROLES, GOALS, AND GUIDELINES**

- The three essential roles of the committee shall be:
  - Review and edit submissions to *The Eighth Note*
  - Communicate/Advertise for *The Eighth Note* (which shall include soliciting articles and notifying when articles have been published) through email, social media, and other forms of communication
  - Maintain the host website of *The Eighth Note*
- Minutes shall be taken during each committee meeting.



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Minutes shall be distributed to the Kappa Kappa Psi Vice President of Programs and the Tau Beta Sigma Vice President of Special Projects.
- An oral update of *The Eighth Note* shall occur twice a year at the convenience of the respective councils.
- Eighth Note Committee chairs shall give a final report of *The Eighth Note* during the final joint session at Southeast District Convention following the Joint Actions Committee.
- All members of the committee shall be responsible for advertising *The Eighth Note* through their own social media and networks.
- The committee member in charge of reviewing and editing submissions shall present the finalized submission to the committee for committee approval before it is published
- The committee chairs shall see that the submissions have been posted and is able to be viewed.

### MEETINGS

- The committee chair should report to the VPP and VPSP after each meeting of the committee.
- Committee should meet once a month and more as needed
  - Review submissions
  - Discuss reaching out the chapters and generating interest
  - Discuss what actions need to be taken for the following month
    - What kind of articles does the committee want?
    - Who do they want to hear from?
    - Events that need to be discussed
  - Discuss the maintenance of the website
  - Communication with the district in order to generate interest

### WEBSITE

- There shall be one committee member each from Kappa Kappa Psi and Tau Beta Sigma in charge of maintaining the website and ensuring it is updated.
- The website shall be user friendly so that it is easy to maintain.
- An extensive knowledge of HTML and coding should not be necessary to maintain the website.
- The website shall also serve as an archive.
- Website options:
  - WordPress
  - GoDaddy
  - Webs.com (similar to WordPress but cheaper (\$5.99 vs \$8))

### FUNDING

- There shall be an allocation of funds for the website and printing costs, shared equally by both Southeast District Councils.
- There shall be an allocation of fund to cover the Southeast District Convention registration costs for *The Eighth Note* Committee Chairs, provided by their respective Councils.



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- For the website, we estimate it should be no more that \$125/year, shared between each organization (\$62.50/organization).
- Funding for print and convention registrations may vary from year to year.
- Proposed Budget:
  - Website Domain \$125, Printing Costs \$125
  - Kappa Kappa Psi Chair's Convention Registration
  - Tau Beta Sigma Chair's Convention Registration
    - Total: \$400

### MISCELLANEOUS

- Submissions to *The Eighth Note* shall be accepting on a rolling basis.
- There shall be a print version of *The Eighth Note*.
- It shall serve as a year-in-review; a highlight reel for the district.
- There shall be one physical copy to be sent to nationals.
- The committee shall print one copy per chapter and gage further interest.
- If more people express interest, charge the next committee to investigate raising SED registration by \$1 or \$2 to cover printing costs.
- *The Eighth Note* Committee shall determine the themes/events to be included in *The Eighth Note*.
- Asterisked themes shall be required for each year's edition of *The Eighth Note*.
  - Brotherhood/Sisterhood\*
  - Musicianship/music\*
  - Service\*
  - Leadership\*
  - Alumni/Alumni spotlight
  - Honda Battle of the Bands
  - Bands of America
  - Bowl Games
  - ESPN Game Days
  - Drum Corps
  - Fundraising

### **Bringing it all Together:**

*How the 2017 edition of The Eighth Note was made*

#### **Committee Selection.**

In the months prior to November 2016, former VPSP Gemila Washington and current VPP Evan Schlameuss announced a call for Brothers and Sisters to apply for the Eighth Note Committee. This was done



# TAU BETA SIGMA

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## 2017 SOUTHEAST DISTRICT CONVENTION



by way of application via a dropbox. The respective officers and councils then selected the best candidates for the committee based off of the applications.

### **Communication.**

On December 26, 2016, SED VPSP Isaac Ray Norris created a Slack team for the 2016 - 2017 Eighth Note Committee. Slack is a content management system created for teams spread across various timezones / work environments. Within Slack, Isaac created the appropriate channels for the members of the committee to upload content (articles, photos, etc.). Channels = chatrooms.



### **A New Production Timeline.**

*Because of the former SED VPSP's leaving of office, a new timeline was established for the sake of the efficacy of the committee by Isaac Ray Norris, 2016 - 2017 SED VPSP. It follows:*

Tuesday, December 27, 2016: Contact Eighth Note Committee, inform the chair of their placement. Inform committee members of their responsibilities and how production will work.

Wednesday, December 28, 2016: Announce the TBS/KKPsi Eighth Note committee & chair(s) to the district. Create dropbox for content, to be admined by the chair(s). Open for submissions. Hand off operations information (this document) to committee chairs.

Friday, February 10, 2017: Meeting with both committee chairs on the status of content and the creation of The Eighth Note Committee Report for JAC at SED.

Friday, March 10, 2017: Content deadline.

Monday, March 13 - Friday, March 17, 2017: Production (putting it all together).

Friday, March 17, 2017: Send to print if we decide to print.



# TAU BETA SIGMA

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## 2017 SOUTHEAST DISTRICT CONVENTION



This timeline is malleable. With any publication, things shift and dates change, however: the last two date entries must be hard deadlines.

### *Actual dates of production:*

Tuesday, December 27, 2016: Contacted Eighth Note Committee, informed the chair of their placement. Informed committee members of their responsibilities and how production will work.

Wednesday, December 28, 2016: Announced the TBS/KKPsi Eighth Note committee & chair(s) to the district. Created dropbox for content, to be admined by the chair(s). Opened for submissions. Handed off operations information (this document) to committee chairs.

Friday, March 10, 2017: Content deadline.

Monday, March 13 - Friday, March 17, 2017: Production (putting it all together).

Wednesday, March 15, 2017: Google Hangout with available committee members to discuss production (minutes attached).

Saturday, March 25, 2017: Google Hangout with committee chairs and SED VPSP/VPP to discuss the status of content and the creation of The Eighth Note Committee report to be given to the JAC at SED.

Tuesday, March 28, 2017: Final proof of *The Eighth Note* sent to printer.

Thursday, March 30, 2017: The Eighth Note was printed.

### **How *The Eighth Note* Committee Functioned.**

The Committee functioned as an editorial team, wherein Isaac Norris and Evan Schlameuss acted as editors-in-chief, Caleb Morris and Ryan Smith acted as editors, and Hunter Burchfield, Jasmine Myers, Olivia Vega, and Lee McPhatter acted as writers. The latter group's job was to gather content from the district, reaching out to chapters for photos, articles, etc. Tau Beta Sigma Southeast District Counselor Stephen Burt acted in an advisory capacity to the entire group.

### **A visual guide of the chain of command for the 2016 - 2017 Eighth Note Committee:**

#### I. Stephen Burt

- A. Isaac Norris & Evan Schlameuss
  - 1. Caleb Morris



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- a. Hunter Burchfield
- b. Jasmine Myers
- 2. Ryan Smith
- a. Olivia Vega
- b. Lee McPhatter

The group was in constant communication via Slack. When the committee members received content, they uploaded that content to the appropriate channel within Slack, where it was then edited and inserted into the document that exists now as *The Eighth Note*.

### **Production.**

Once all content was gathered and edited, it was placed into a document within Adobe InDesign CC and made into a magazine to be disseminated among the delegations of Kappa Kappa Psi and Tau Beta Sigma at the 2017 Southeast District Convention.

Isaac created a template within InDesign, which he then passed along to Caleb Morris and Ryan Smith. Caleb and Ryan then inserted their respective content (content from TBS or KKPsi) into the document. Isaac and Evan revised the final version of *The Eighth Note* before sending it to print, receiving input from the entire committee.

### **Publishing.**

Once *The Eighth Note* was created, edited, and ready to be printed / published, Isaac handed the document off to ProCopy in Tampa, Florida. ProCopy then created a proof of the document along with a quote for the cost of printing. Katelyn Waldron, SED VPM, approved the proof in person and paid for the cost of printing.\* ProCopy then published 25 copies of the publication (one for each of the committee members, one for each of the JAC members, plus extra for emergency purposes). One copy of *The Eighth Note* will be sent to the national offices of Kappa Kappa Psi and Tau Beta Sigma for record keeping. The cost of printing *The Eighth Note* was more than what was allocated for printing.

**Cost of Printing:** \$62.00 / organization = \$134.00 total.

\*In the 2015 Eighth Note Action plan, \$125.00 is allocated for the cost of printing *The Eighth Note* (\$62.50 from Kappa Kappa Psi, \$62.50 from Tau Beta Sigma). The cost of printing was divided equally between the two organizations, and Katelyn Waldron paid for the cost of printing in total. A requisition will be completed for Katelyn Waldron to be reimbursed for her payment for the district.

## **Lessons Learned & Ways to Improve the Committee.**

*Notes from committee members, committee chairs, and committee advisors.*



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

### Successes.

Utilizing a content management system such as Slack was a great way to eliminate the confusion of an endless amount of emails. The program created an easy way for Brothers and Sisters of the committee to upload content that was submitted to them, through either the dropbox on Google drive or through their personal correspondences with *The Eighth Note* Contributors.

Google Hangouts gave the committee a way to have face-to-face communication so that any confusion could be clarified.

Utilizing a 24-hour printing service like ProCopy proved to be very useful.

### Failures / Disappointments.

Due to the late start of the committee's formation, a proper production timeline could not be established. The fluctuation in the production timeline presented a minimal issue. Printing was so close to convention that it became a heavy worry on the committee. For printing of the next edition of *The Eighth Note*, it is suggested that the production timeline be shifted so as to allow more time for printing. It is also suggested that the committee aim for higher funding via proper allocations.

### Ways to Improve.

- Begin production of *The Eighth Note* earlier, or at the very least, in accordance with the timeline presented in the Eighth Note action plan so as to create a sense of urgency among the committee.
- Create a dropbox via Google Drive for submissions to *The Eighth Note*, promote that dropbox, and encourage Brothers and Sisters to submit content as often as possible.
- Create a page on each of the organization's websites to serve as the online, blog form of *The Eighth Note* for submissions outside of the print version's production timeline.
- Integrate social media into the blog form of *The Eighth Note* to encourage sharing and engagement.
- Allocate more funding for *The Eighth Note*, if possible.

## The 2017 Eighth Note Legacy Plan

*To be presented to the 2017 Joint Actions Committee (JAC) at the 2017 Southeast District Convention of Kappa Kappa Psi and Tau Beta Sigma. This will present the best path to success and excellence for future Eighth Note Committees. Changes to the original action plan made by the 2015 ad-hoc Eighth Note Committee are marked in red. The 2017 Eighth Note Legacy Plan shall be added into the District Operations Manual of Kappa Kappa Psi and Tau Beta Sigma once approved by the JAC.*



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

### HOSTING

- The Eighth Note Committee shall be a standing committee.
- The committee shall have an even representation from Kappa Kappa Psi and Tau Beta Sigma.
- All committee members shall be active members of their respective organizations.
- The Kappa Kappa Psi Vice President of Programs and Tau Beta Sigma Vice President of Special Projects shall serve as advisors to the committee.
- The committee shall be selected by way of applications to the committee.

### SIZE

- The committee shall be composed of six members.
- There shall be three members from each organization, including the chair of each committee.
- There shall be two chairs for the Eighth Note Committee, a chair from Kappa Kappa Psi and a chair from Tau Beta Sigma.
- These committee chairs shall be selected by their respective Southeast District Councils, prior to the announcement of the committee, via virtual interviews.

### APPLICATION

- The application shall include a description of *The Eighth Note*.
- A Kappa Kappa Psi and Tau Beta Sigma résumé shall be submitted with the application.
- A chapter letter of recommendation shall be submitted with the application.
- Application questions:
  - Briefly explain why you would like to serve on the Eighth Note Committee.
  - What do you hope to accomplish if selected for this committee?
  - List any other experiences, fraternal or non, that have prepared you to work on this committee.
  - List all school activities that you are involved with.
  - Are you interested in serving as chair of the Eighth Note Committee? If interested, please complete the questions below. If not, please go to the last page of the application and complete the contact form.
    - What leadership experiences have you had in the past?
    - How do you hope to grow as a leader through the Eighth Note committee if you are chosen?
- Contact form:
  - Telephone
  - Email address
  - Primary source of contact
  - Best time to contact
- On the application, there shall be a check box to indicate if the applicant would like to serve as the chair of the committee.
- Applicants interested in serving as the chair of the committee shall have a speaking interview (via phone call/skype/FaceTime/Google Hangout, etc.).





# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- The committee chair shall be chosen based off of the submitted application, listed experience, and interview.
- Respective councils shall decide the members of their committee based off of the submitted applications, résumés, and letters of recommendation.

### TIMELINE

- Applications shall be distributed to the district by September 1.
- The application deadline shall be determined by the standing councils.
- Committee shall be decided and established by October 10.
- The committee shall only be announced after the committee chairs have been decided.
- The VPP and VPSP of each organization shall decide an appropriate production timeline for the print version of the publication.

### ROLES, GOALS, AND GUIDELINES

- The three essential roles of the committee shall be:
  - Review and edit submissions to *The Eighth Note*
  - Communicate/advertise for *The Eighth Note*, which shall include soliciting articles and notifying when articles have been published through email, social media, and other forms of communication
- Minutes shall be taken during each committee meeting.
- Minutes shall be distributed to the Kappa Kappa Psi Vice President of Programs and the Tau Beta Sigma Vice President of Special Projects.
- An oral update of *The Eighth Note* shall occur twice a year at the convenience of the respective councils.
- Eighth Note Committee chairs shall give a final report of *The Eighth Note* during the final joint session at the Southeast District Convention following the Joint Actions Committee.
- All members of the committee shall be responsible for advertising *The Eighth Note* through their own social media and networks.
- The committee member in charge of reviewing and editing submissions shall present the finalized submission to the committee for committee approval before it is published.
- The committee chairs shall see that the submissions have been posted and **are** able to be viewed.

### MEETINGS

- The committee chair should report to the VPP and VPSP after each meeting of the committee.
- Committee should meet once a month or more as needed to:
  - Review submissions
  - Discuss reaching out the chapters and generating interest
  - Discuss what actions need to be taken for the following month
    - What kind of articles does the committee want?
    - Who do they want to hear from?
    - Events that need to be discussed



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Communication with the district in order to generate interest

### ONLINE

- *The Eighth Note* shall be hosted on each of the Southeast District's Kappa Kappa Psi and Tau Beta Sigma websites.
- Suggested website plugin for SED websites: <http://issuu.com/>
- There shall also be a page on each of the organization's websites that acts as a blog form of *The Eighth Note*, where articles, essays, photos, etc. shall be posted that are submitted outside of the print version's production timeline.

### FUNDING

- There shall be an allocation of funds for the printing costs, shared equally by both Southeast District Councils.
- There shall be an allocation of funds up to, but not more than, \$25.00 to cover the Southeast District Convention registration costs for *The Eighth Note* Committee Chairs, provided by their respective Councils.
- Funding for print and convention registrations may vary from year to year.
- Proposed Budget:
  - Printing costs - \$200/organization
  - Kappa Kappa Psi Chair's Convention Registration (up to \$25.00)
  - Tau Beta Sigma Chair's Convention Registration (up to 25.00)
    - Total: \$450

### PUBLICATION

- *The Eighth Note* shall be created within a desktop publishing software (such as Adobe InDesign CC) by any member of the committee that has experience with the program.
- The dimensions of *The Eighth Note* shall be 7.5 inches wide x 10.5 inches tall.
- All design elements shall adhere to Kappa Kappa Psi and Tau Beta Sigma branding guidelines.
- The Eighth Note committee shall have creative liberty with the design of the publication, per the approval of the VPP, VPSP, Governor, and Counselor.
- The Eighth Note committee shall determine the themes/events to be included in *The Eighth Note*.
- Asterisked themes shall be required for each year's edition of *The Eighth Note*.
  - Brotherhood/Sisterhood\*
  - Musicianship/music\*
  - Service\*
  - Leadership\*
  - Fundraising\*
  - Alumni/Alumni spotlight
  - Honda Battle of the Bands
  - Bands of America
  - Bowl Games



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- ESPN Game Days
- Drum Corps

### MISCELLANEOUS

- Submissions to *The Eighth Note* shall be accepted as long as the dropbox for submissions remains open.
- There shall be a print version of *The Eighth Note*.
- Content shall serve as a year-in-review for the district.
- There shall be one physical copy to be sent to nationals.
- The committee shall print one copy per chapter and gage further interest.
- If more people express interest, charge the next committee to investigate raising SED registration by \$1 or \$2 to cover printing costs.



# TAU BETA SIGMA

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2017 SOUTHEAST DISTRICT CONVENTION





# TAU BETA SIGMA

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2017 SOUTHEAST DISTRICT CONVENTION





# TAU BETA SIGMA

2017 SOUTHEAST DISTRICT CONVENTION



The JAC decided to Slate:

Charleston, SC

The Hilton

April 13-15, 2018

to host



# TAU BETA SIGMA

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2017 SOUTHEAST DISTRICT CONVENTION



# SED Convention 2018



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

### *Jurisdiction Committee Report*

Committee Chair:

Victoria Tuck

Epsilon Theta, Georgia Institute of Technology

Committee Advisors:

Hazel Shah – Epsilon Theta, SED Parliamentarian

Rachel Myers – Epsilon Alpha, Chapter Visitation Assistant

**Charges to Committee:**

- Read and review the 2016 Jurisdiction Committee Report.
- Edit and make necessary changes in both the SED Constitution and the SEDOM to promote continuity and advancement.
- Review the additions and changes made to the Eighth Note Committee in the preceding district convention.
- Reevaluate the SHELLS Umbrella Awards. *District Award Section of the DOM.*
- Review the Merit Certificate Program and seek the possibility to passing it to the Eighth Note Committee to create a new system of recognition.
- Create charges for the 2018 Committee on Jurisdiction.

**Implementation of Charges:**

- The committee read and reviewed the 2016 committee report.
- The committee reviewed the SED Constitution and SEDOM to see if improvements could be made
- The committee amended Article 2, Section 3 to include "Have jurisdiction over the planning and execution of the Southeast District Convention" as a duty of the office of District President.
- The committee amended Article 2, Section 6, Sub-section b by striking "the Historian" under advising duties of the Vice President of Special Projects.
- The committee amended Article 3, Section 6 by removing any reference to The Eighth Note.
- The committee amended the SEDOM to change any reference to "SED Treasurer" to "SED Secretary-Treasurer"
- The committee amended Article 9, Section 2 by accepting an amendment from the Ways and Means Committee striking Sub-section d
- The committee amended section "Mail-Out Due Dates and Other Duties" section g by including "may" before "consist of a competition" and replacing the word "competition" with "fundraiser" in Sub-section i.
- The committee amended section "District Awards" by striking all subsections of sections 2 and 3 and adding "Presented as a plaque to the Chapter with the most active, conditional, life, alumni, and candidate members at convention" as sub-section a of section 2 and "Presented as a plaque to the





# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

Chapter who has the most active members at district convention as a percentage of total active members in that Chapter, excluding the host Chapter" as sub-section a of section 3.

- The committee amended the proposal requirements of section "The Rainy Day Fund" by accepting an amendment from the Ways and Means Committee.
- The committee amended section "How to Bid for the *Eighth Note*" by accepting an amendment from the Joint Actions Committee
- The committee evaluated the SHELLS Umbrella Award and changed section "District Awards", section 7 by changing "at least one month prior to convention" to "by the time of convention"
- The Eighth Note committee will be charged at the next Convention to evaluate the addition of the previous Merit Certificate Program as a section of the *Eighth Note* and/or adding an award for participation in the *Eighth Note*

### **Charges to the 2018 Committee on Jurisdiction:**

- Read and review the 2016 Jurisdiction Committee Report.
- Edit and make necessary changes in both the SED Constitution and the SEDOM to promote continuity and advancement.
- Review duties of JAC as specified by Article 3, Section 6 to ensure alignment with current procedures
- Charge Eighth Note Committee to consider implementation of previous Merit Certificate Program as a section of the *Eighth Note* and/or adding an award for participation in the *Eighth Note*
- Create charges for the 2018 Committee on Jurisdiction.

### **Charges to the 2017-2018 Parliamentarian: if applicable**

Respectfully Submitted,

### **Committee Chair:**

Victoria Tuck – Epsilon Theta

### **Advisors:**

- Hazel Shah – Epsilon Theta
- Rachel Myers – Epsilon Alpha

### **Committee Members:.**

- Delta Theta
- Zeta Tau
- Eta Beta



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Theta Iota
- Iota Gamma

***In Attendance:*** (if applicable)

- Alpha Omega



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

### *2017 Membership Committee Report*

#### Committee Chair:

Katelyn Wysong

Zeta Psi, University of Central Florida

#### Committee Advisors:

Katelyn Waldron – Iota Chi, Southeast District Vice President of Membership &  
Jonathan L. Markowski – Delta Delta, National Vice-President for Colonization & Membership

#### Charges to Committee:

- Review the 2016 Committee on Membership Committee Report
- Review the expansion and effectiveness of the Membership Resource Database and propose helpful modifications and additions to the Database.
- If the Membership Resource Database is not viewed as effective, consider eliminating it as a resource.
- Review the effectiveness of communication between the District and Chapter VPMs and suggest possible ways to improve this communication.
- Look at different technologies to help this in the future (Remind 101)
- Evaluate the VPM and discuss possible changes or improvements.
- Evaluate the Virtual Workshops made by the 2016-2017 SED Council and prepare suggestions for future Virtual Workshops.
- Evaluate DLC programming, workshops offered, and scheduling.

#### Implementation of Charges:

- Review the 2016 Committee on Membership Committee Report.
- Review the expansion and effectiveness of the Membership Resource Database and propose helpful modifications and additions to the Database.
  - Do chapters use the membership resource database?
    - \_\_\_No, many chapters don't know it exists let alone use it.
    - \_\_\_Suggested communicating this through a link on Facebook and Email and virtual workshop (See section on Workshops.)
    - \_\_\_Sending updates to VPM's as we make changes
  - What has changed about the membership resource database?
    - Has its own section in district website
    - Includes:
      - CMEP Handbook NCD
        - Consider expanding & creating our own district handbook
      - CMEP Lesson Plans
      - MEP outline



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Youtube channel link
- If the Membership Resource Database is not viewed as effective, consider eliminating it as a resource.
  - We found this could be effective if communicated properly.
- Review the effectiveness of communication between the District and Chapter VPMs and suggest possible ways to improve this communication
  - Communication found to be moderately effective
  - Consider adding more:
    - Reminders
    - Reach out to multiple people within the chapter (VPM and President)
    - Utilize Membership Google drive more often
      - Add it to the membership resource database
    - Facebook page
      - Problem with outgoing officers not adding new VPM
      - Not being used for Discussion & Q&A
- Look at different technologies to help this in the future (Remind 101)
  - Avoid having programs where chapters need to make an account
  - Text messaging programs would be difficult because of a lack of information provided by the chapters
    - Cell phone numbers not on record
  - Best option is to fix what technologies we currently have and advertise them more
- Evaluate the VPM and discuss possible changes or improvements.
  - Create & chair the CMEP Committee
    - Ad hoc committee
    - 6 Members and VPM as chair
      - Application process
        - Basic application with written responses
        - Suggested questions for application
          - What experience do you have with CMEP's and within your chapter?
          - Why are you interested in being on the CMEP committee?
          - What skills can you bring to the table?
          - How does your chapter use a CMEP?
          - How well do you communicate with other chapters?
  - Timeline
    - Applications open in the first week of August
    - Applications due on September 30<sup>th</sup> (aligned with dues & paperwork deadlines)
    - Committee set by the end of the first week in October
  - Committee role suggestions
    - Create an outline for CMEP based on the NCD CMEP outline



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Evaluate the Virtual Workshops made by the 2017-2018 SED Council and prepare suggestions for future Virtual Workshops.
  - Advertise workshops & communicate directly to chapter VPM's and Presidents
  - Suggested workshops
    - What is a CMEP?
    - Transitioning from active sister to chapter officer
    - Transitioning from MC to active sister
    - Convert the Chapter Summary Report written workshop to a virtual workshop
    - Sisterhood workshop
      - What is sisterhood?
      - Activities for strengthening sisterhood in your chapter
    - Create workshop for any remaining paperwork
- Evaluate DLC programing, workshops offered, and scheduling.
  - Consider adding a theme for DLC
  - Offer a recap document of PowerPoint for DLC workshops
    - Advertise after DLC so that it doesn't discourage attendance

### Charges to the 2018 Committee on Membership

- Review the 2017 Committee on Membership Committee Report
- Review the expansion and effectiveness of the Membership Resource Database and propose helpful modifications and additions to the Database.
- If the Membership Resource Database is not viewed as effective, consider eliminating it as a resource.
- Review the effectiveness of communication between the District and Chapter VPMs and suggest possible ways to improve this communication.
- Evaluate the VPM and discuss possible changes or improvements.
- Evaluate the Virtual Workshops made by the 2017- 2018 SED Council and prepare suggestions for future Virtual Workshops.
- Evaluate DLC programing, workshops offered, and scheduling.
- Evaluate the effectiveness and implementation of the CMEP committee.

### Charges to the 2017-2018 Vice President of Membership

- The VPM should work to improve the Membership Resource Database. Encourage collection of material from the district
- The VPM should choose one new method of communication and have a trial run of this new technology/method
- The VPM should create and chair a CMEP committee
- The VPM should continue to plan and delegate workshops based on necessity



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- The VPM should release DLC program and recaps to district. They should be stored in the resources tab and advertised often
- The VPM is encouraged to collect submissions in whatever method they deem most fit.
- The VPM should work with national leadership to communicate changes in rules and regulations from nationals

### **Charges to the 2017-2018 District Council**

Respectfully Submitted,

#### **Committee Chair:**

Katelyn Wysong – Zeta Psi

#### **Advisors:**

- Katelyn Waldron – SED VPM
- Jonathan L. Markowski – National VPCM

#### **Committee Members:**

- *Samantha Levine- Iota Nu*
- *Mariah Mcclendon - Epsilon Lambda proxy for Iota omicron*
- *Vivian El-Salawy - Alpha Omega proxy for Gamma Epsilon*
- *Victoria Parrish - Iota sigma*
- *Ashtranique Gardiner - Theta Rho*

#### **In Attendance:**

- *Zeta Psi*
- *Epsilon Theta*
- *Alpha Omega*
- *Beta Xi*



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

### *2017 Nominations Committee Report*

#### Committee Chair:

Destiny Clark

Iota Psi, Kennesaw State University

#### Committee Advisors:

Lee Commander – Alpha Omega, Southeast District Counselor

Donnelle Mitchell – Theta Theta, Southwest District Counselor

#### Charges to Committee:

- Review the Nominations Committee report from the 2016 SED Convention.
- Review sections 2.03-2.09 of the SED Constitution so as to understand the duties of each office.
- Review the questions asked during the candidate interviews to check for relevancy and discuss any possible changes.
- Interview the candidates running for district office.
- Slate a candidate for each district office.
- If applicable, create charges for the 2018 Nominations Committee.

#### Implementation of Charges:

- Reviewed the Nominations Committee report from the 2016 SED Convention.
- Reviewed sections 2.03-2.09 of the SED Constitution so as to understand the duties of each office.
- Reviewed the questions asked during the candidate interviews to check for relevancy and discuss any possible changes.
- Interviewed the candidates running for district office.
- Slated a candidate for each district office.

#### Charges to the 2018 Committee on Nominations:

- Review the Nominations Committee report from the 2017 SED Convention.
- Interview the candidates running for district office.
- Slate a candidate for each district office.
- If applicable, create charges for the 2019 Nominations Committee.

#### Questions asked to every candidate:

- How do you see this time commitment fitting in with your current obligations (e.g.: Family, school, band, chapter and work)?
- What are some accomplishments that you have seen in this office since you become a member? What would you like to improve?



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Describe a time when something did not go according to plan. How did you handle the situation? In retrospect, what could you have done differently?
- What is your vision for this office and the district council during your term? How will your role benefit Sisters across the district?
- Would you accept a nomination to any other positions? If so, which one(s)?

### Questions asked based on what officer position each candidate was running for:

- President:
  - During your presidency, you may find that you have more work than you can accomplish alone. How will you ensure that everything receives proper attention?
  - What is your background using the existing national and district resources? How will you promote their use in every chapter?
  - What do you currently see as the biggest weakness of the district? What action plans would you put in place to help counteract these shortcomings?
- VPM:
  - You are reviewing a chapter's MEP and you come across something that is very different from your own experience as a candidate. What's your next step?
  - A chapter comes to you for advice on how to develop a Continuing Membership Education Program. What would you suggest?
  - What is your background using the existing national and district membership resources?
- VPSP:
  - Give us a brief synopsis of a few of the district and national programs.
  - Chapters in your district are not participating in a national or district program. What steps would you take to improve participation?
  - A chapter approaches you about how to successfully develop one of our National Programs at the chapter level (Women in Music, Crescendo, etc.). How would you assist them?
- Secretary/Treasurer:





# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Have you ever created and disseminated minutes?
- Have you ever created or implemented a budget?
- What methods would you use to communicate with the district? o The nominations committee should know what the district's communications methods are. Example: Instagram, Facebook Groups, Listservs, Twitter, district Website, etc

Respectfully Submitted,

**Committee Chair:**

*Destiny Clark – Iota Psi, Kennesaw State University*

**Advisors:**

*Lee Commander– Alpha Omega, Southeast District Counselor*

*Donnelle Mitchell- Theta Theta, Southwest District Counselor*

**Committee Members:**

*Dennis Frank- Epsilon Theta, Georgia Tech proxy for Theta Nu, Clark Atlanta University*

*Jayla Hardy- Zeta Tau, Valdosta State University proxy for Iota Upsilon, St. Augustine University*

*Saudam Jones- Epsilon Lambda, North Carolina Central University*

*Jessica Steele – Iota Chi, University of South Florida*

## **2017 Nominations Committee: District Officer Slate**

**SED President: Do’Nyal Webb**

**SED Vice President of Membership: Katelyn Wysong**

**SED Vice President of Special Projects: Caleb Morris**

**SED Secretary-Treasurer: Taylor Posey**



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

### *2017 Programs and Music Support Committee Report*

Committee Chair:

Bethanie McCrary  
Eta Phi, Vanderbilt University

Committee Advisors:

Isaac Norris – Eta Beta, Southeast District Vice President of Special Projects  
Belinda Ricks – Theta Lambda, Past Southeast District President & Vice President of Special Projects

**Charges to Committee:**

- Review the 2016 Programs and Music Support Committee Report.
- Review the current VPSP's projects as well as investigate new, worthwhile projects for the district.
- Review the effectiveness of the suggestions given to the 2016-2017 VPSP from the 2016 Programs and Music Support Committee.
- Evaluate the website and make suggestions for improvements and additions.
- Create a timeline for the district programs that the 2017-2018 can follow.

**Implementation of Charges:**

- Reviewed the 2016 Programs and Music Support Committee Report.
- Reviewed the current VPSP's projects as well as investigate new, worthwhile projects for the district.
  - Concerto Competition
  - Eighth Note
- Reviewed the effectiveness of the suggestions given to the 2016-2017 VPSP from the 2016 Programs and Music Support Committee.
- Evaluated the website.
- Generated ideas and suggestions for district-wide and chapter service projects for the VPSP to promote and implement.
  - Project ideas for National Convention
    - Water bottle drive
    - Short Q&A session about TBS/KKY--- promote NIB concert
    - Music Advocacy Fair—write letters to representatives (with other district VPSP)
    - Music supply drive—lyres, flipfolders, unopened reeds; Combine with water to be band camp drive
  - Service in Music Month
    - Go above and beyond that month (outside marching band)
    - Chapters submit form to VPSP
    - All-county band auditions; college auditions--Work with individuals to help them

How the VPSP does it



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

Incentive- chapter spotlights (promote/reward your chapter)

FILL OUT THE FORM—people don't know about it; make sure people know

Reach out to smaller schools

Reach out by state—choose person in each state that VPSP communicates more to these people who communicate to other chapters in state/area

Be in contact with EVERY service chair in district

- Generated ideas to incentivize chapters to increase participation.
  - Sisterhood of the Travelling Shells
    - Send around SHELLS like a spirit stick
    - Send to a chapter that turned in things for each time period
    - Chapter takes pictures (with chapter specific things, e.g. Eta Phi's stuffed goat mascot), put pictures in box
    - Chapter sends Shells back to VPSP a week before next due date
- Developed a plan for more effective communication throughout the district.
  - VPSP reaches out to each of 6 “state representatives” for state/sub-regions defined as follows
    - Florida
    - Georgia
    - North Alabama/MS
    - Rest of AL
    - SC
    - NC
  - Each of these representatives will communicate with the other chapters (information given by VPSP)
- Created a timeline for the district programs that the 2017-2018 VPSP can follow (Separate document).

### **Charges to the 2018 Committee on Programs and Music Support:**

- Review the 2016 Programs and Music Support Committee Report.
- Reviewing and determining whether the timeline was effective; consider submitting to Jurisdiction committee for review, adding to District Operations Manual/Constitution
- Evaluate concerto competition: if there are not more than 5 submissions, consider a different SED service project

### **Charges to the 2017-2018 Vice President of Special Projects**

- Utilize the timeline created by the Programs and Music Support Committee.
- Find qualified sisters dedicated to service to represent the 6 small groups (sub-regions) to communicate district service goals.
- Create and develop the Sisterhood of the Travelling Shells program (details in timeline)



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Review and edit Service in Music Month log

Respectfully Submitted,

**Committee Chair:**

Bethanie McCrary – Eta Phi, Vanderbilt University

**Advisors:**

- Isaac Norris – Eta Beta, 2016-2017 Southeast District Vice President of Special Projects
- Belinda Ricks – Theta Lambda, Past Southeast District President & Vice President of Special Projects

**Committee Members:**

- Eta Xi
- Theta Gamma
- Iota Lambda
- Iota Xi

**In Attendance:**

- Alpha Omega
- Beta Xi

**2017-2018 VPSP TIMELINE**

June 1<sup>st</sup>- NatCon project decided

Focus on Five

- Send SHELLS to chapter that completed all parts of Focus on Five

July 1<sup>st</sup>- contact (service) person from each chapter; set up sub-region reps

By NatCon- state reps have contacted everyone (use them to advertise NatCon project and distribute water, decide if chosen person is suitable (choose other person if not))

- Send SHELLS to chapter that sends the most people to NatCon

September 1<sup>st</sup>- send out Eighth Note application & Service in Music requirements

Service in Music month suggestions—2 projects: 1 for band/school, 1 for community

- Send SHELLS to chapter that has someone apply to the Eighth Note Committee

October 10<sup>th</sup>- Eighth Note committee decided

Mid November (15<sup>th</sup>)- Service in Music month log submission due from chapters on Google



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

drive

Send out concerto competition application info/opens

- Send SHELLS to chapter that is the first to submit SIM log

January 1<sup>st</sup>- Concerto competition submissions due

VPSP reconnects with state reps to get info on new service contact people

- Send SHELLS to chapter that submits most concerto comp submissions

February 1<sup>st</sup>- announce concerto comp winner

February- DLC service project (Music advocacy letters)

- Send SHELLS to chapter that has the highest DLC attendance

March- SED



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

### *2017 Ways and Means Committee Report*

#### Committee Chair:

Leslie Moore

Theta Lambda, Auburn University

#### Committee Advisors:

Kathleen Elwell – Alpha Omega, Southeast District Secretary-Treasurer

Debbie Baker – Beta Xi, Board of Trustees and Past National President

#### Charges to Committee:

- Review the 2016 SED Ways and Means Committee Report
- Review the role of Secretary-Treasurer and discuss future requirements of the office
- Determine the success of the district wide fundraiser and determine whether to charge Jurisdiction in implementing into the Southeast District Constitution
- Discuss the means of fundraising by the 2016-2017 SED Council, and assess their performance and possible ideas for improvement
- Discuss the effectiveness of the Secretary-Treasurer and VPSP soliciting donations for the Special Projects Fund
- Discuss the effectiveness of the district fundraising database, and its marketing to the district
- Assess and discuss the use of funds allocated by the 2016-2017 District Council
- Discuss proposed changes to the Rainy Day Fund presented by 2016-2017 Secretary-Treasurer
- Review the proposed 2017-2018 budget

#### Implementation of Charges:

- Review the 2016 SED Ways and Means Committee Report
  - Read and reviewed
- Determine the success of the district-wide fundraisers and determine whether to charge Jurisdiction in implementing it into the Southeast District Constitution
  - Reviewed performance of district-wide fundraisers
  - Discussed needs of chapters, specifically smaller ones
  - Agreed to keep wording as is in District Operations Manual
  - Charged 2017-2018 SED Secretary-Treasurer with continuing district-wide fundraisers
- Discuss the effectiveness of the district fundraising database, and its marketing to the district
  - Discussed effectiveness of database
  - Suggested submitting material to Secretary-Treasurer, who compiles it and publishes it on a platform accessible to all District members
  - Suggested holding supplemental live event such as Google Hangout/Facebook Live
  - Charged 2017-2018 SED Secretary-Treasurer with continuing the district fundraising database



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Charged 2017-2018 Ways and Means Committee with reviewing effectiveness of district fundraising database
- Discuss proposed changes to the Rainy Day Fund presented by 2016-2017 Secretary-Treasurer
  - Reviewed changes to Constitution and DOM
  - Charged Jurisdiction with implementing the requested changes
- Review the role of Secretary-Treasurer and discuss future requirements of the office
  - Reviewed role of both Treasurer and Secretary, now combined into one office
  - Discussed communication between Secretary-Treasurer and chapters of the District
  - Charged 2017-2018 SED Secretary-Treasurer to improve publicity and communication of district fundraisers and events to chapters of the district
- Discuss the means of fundraising by the 2016-2017 SED Council, and assess their performance and possible ideas for improvement
  - Reviewed and discussed means and effectiveness of fundraising
  - Suggested Penny Wars fundraiser between states of the District
  - Suggested improved publicity and communication of fundraising events
- Discuss the effectiveness of the Secretary-Treasurer and VPSP soliciting donations for the Special Projects Fund
  - Discussed how officers would prefer to solicit for Rainy Day Fund since Special Projects Fund is accounted for in budget
  - Charged Jurisdiction with removing applicable section from District Operations Manual
- Assess and discuss the use of funds allocated by the 2016-2017 District Council
  - Discussed use of funds
- Review the proposed 2017-2018 budget
  - Reviewed budget

### **Charges to the 2018 Committee on Ways and Means:**

- Review the 2017 SED Ways and Means Committee Report
- Review the role of Secretary-Treasurer and discuss future requirements of the office
- Discuss the means of fundraising by the 2017-2018 SED Council, and assess their performance and possible ideas for improvement
- Review the effectiveness of the district fundraising database, and its marketing to the District
- Assess and discuss the use of funds allocated by the 2017-2018 District Council
- Review the 2018-2019 budget

### **Charges to the 2017-2018 Secretary-Treasurer:**

- Charge 2017-2018 SED Secretary-Treasurer with continuing district-wide fundraisers
- Charge 2017-2018 SED Secretary-Treasurer with continuing district fundraising database
- Charge 2017-2018 SED Secretary-Treasurer to improve publicity and communication of district fundraisers and events to chapters of the district



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

### **Charges to the 2017-2018 District Council:**

Charged the 2017-2018 SED council to improve communication between the council and chapters of the district and to increase publicity of fundraising events.

Respectfully Submitted,

### **Committee Chair:**

Leslie Moore – Theta Lambda

### **Advisors:**

- Kathleen Elwell – Alpha Omega, Southeast District Secretary – Treasurer
- Debbie Baker – Beta Xi, Board of Trustees and Past National President

### **Committee Members:**

- *Beta Xi*
- *Epsilon Chi*
- *Eta Omicron*
- *Theta Sigma*
- *Theta Upsilon*

### **In Attendance:**

- *Alpha Omega*
- *Beta Xi*
- *Theta Rho*
- *Iota Mu*





# TAU BETA SIGMA



## 2017 SOUTHEAST DISTRICT CONVENTION

### 2017 – 2018 Approved Budget

2017-2018		
<u>Acct #</u>	<u>Account Name</u>	<u>Budgeted</u>
<i>Revenues</i>		
0	Balance Forward	\$3,000.00
0	Spring Allocation	\$350.00
0	Fall Allocation	\$1,700.00
0	Account Interest/Service	\$10.00
0	District Income/Fundraising	\$1,500.00
0	Special Projects Fund Donation	\$100.00
0	Miscellaneous	\$50.00
	Total	\$6,710.00
<i>Expenses</i>		
110	President	\$500.00
220	VPM	\$400.00
330	VPSP	\$400.00
440	Sec/Treas	\$400.00
111	Parliamentarian	\$250.00
331	Historian	\$250.00
332	Scrapbook	\$100.00
333	Special Projects Fund	\$250.00
334	Eighth Note Fund	\$225.00
441	Copies and Postage	\$50.00
442	Fundraisers	\$750.00
443	Convention Awards	\$300.00
550	District Convention (Council)	\$500.00
551	Winter Council	\$500.00
552	Summer Council	\$500.00
553	National Convention	\$1,085.00
660	Miscellaneous	\$250.00
	Total	\$6,710.00
<i>Rainy Day Fund</i>		
444	Initial Balance	\$1,000.00
444	Donations	\$500.00
444	Expenses	\$1,500.00



# TAU BETA SIGMA



## 2017 SOUTHEAST DISTRICT CONVENTION

	Total	\$0.00
<b>Balance Carried Forward</b>		<b>\$0.00</b>

### OFFICER REPORTS

#### President: Lauren Harrison

Sisters of the Southeast District,

It has truly been an honor to serve as your president for the past two terms. I never could have imagined the journey it would be and I thank you for the opportunity. I have learned so much about this sisterhood and myself through this position.

One year ago, I stood on my own campus ready to take on a second year as president with this new council by my side. Once I slept for a week to get over the convention hangover it was back to work. We started the year by having our Summer Council Meeting in Tallahassee, Florida. At this meeting, we bonded as elected officers are set our goals for the year. Shortly after, we selected Hazel and Do’Nyal to join the team.

One of the greatest experiences of the year was getting to go to National DLC with Katelyn, Gemila, and Isaac. We traveled to Stillwater and met the rest of the district councils as well as the National Leadership team. That weekend we were able to learn more from leaders across the country and take things back to our district. We did more goal setting and gained more knowledge on National Programs and Initiatives. We were also able to visit National Headquarters. My favorite moment in Tau Beta Sigma to date is singing the affirmation in the Wava Garden with my sisters from all over the country.

Hyped up from National DLC, we charged ahead into the new school year. The fall began with Katelyn kicking off Virtual workshops with one on the CPR. We pushed for Operation 100% on paper work but fell short with 80% on time completion for CPR. The fall continued on with DLC and SED planning as well as the SED Focus on Five lyre piece. During the fall we also launched our new SED Listserve (which you should all sign up for by the way, you can find the form on the SED Website). The end of the fall brought challenges as we had organizational changes which everyone handled with emotional poise and strength. Michael, the KKPsi president, and I worked closely with our councils as we prepared our convention plan to be due to the National Councils on December 1st.

The council came together again in January at Winter Council here in Tampa. We were able to bond as joint councils and tour this beautiful campus. We had joint meeting to plan out details for SED Convention and DLC. We also had separate council meetings where we made game plans to finish out our terms strong. We traveled next to Nashville for DLC. Katelyn, Ariel (KKPsi VPM), and the Eta Phi chapter did a fantastic job! I hope you all enjoyed DLC as much as we did.

From DLC, we forged ahead to convention. These last few months of planning were very different the second time around for me as I graduated from Auburn in December and began my life as a “real adult” in Atlanta in my new big girl job. (Is that scary or what?) I could have never done it without the support of the rest



# TAU BETA SIGMA

## 2017 SOUTHEAST DISTRICT CONVENTION



of council and the host chapters. Every single member of this council played a critical role in making this convention happen and I hope you all enjoyed it.

I have a few people to thank for making this year another great one:

1. To this council – I’m pretty sure we bonded more over the décor of our Air B&B’s and slightly too personal conversations when we should have been sleeping. We also lengthy debates not about TBS but about the unicorns of the urban jungle: cranes.
  - a. Katelyn – Thank you for always being there for me to bounce ideas off of. You are one of my role models in TBS. You founded a chapter, led said chapter, and then led the district. You are always so positive and encouraging and I don’t know what I would do without your friendship.
  - b. Isaac – Thank you for always being so entertaining on council calls. If I need objective opinion you are my guy. You try and see things from different angles and that was so helpful to me this year and you kept me from getting stuck in a rut.
  - c. Kathleen - It has certainly been a journey since two years ago at Georgia. I know I can always count on you to be there when I need to talk. Thank you for serving the district with me and always being there.
  - d. Hazel – You may love pineapples more then the rest of council combined. I am so glad I was able to serve with you on council this year. You were one of my first friends outside of Theta Lambda and I am so lucky to have had you as friend through my TBS journey.
  - e. Do’Nyal – My great great grand little. I am so proud of all you have accomplished in TBS so far. You are one of my best friends in the world and I am so glad you listened to me talk about TBS in that instrument return line even though you were definitely like “leave me alone chick”. I know you will continue to do great things in TBS and I can’t wait to see you do them.
  - f. Lee – I have grown so much as a leader and person under your guidance. You challenge me to think outside the box and step outside my comfort zone and I am so grateful for it.
  - g. Stephen – You have seen my entire TBS journey from my initiation to now. I consider you to be one my biggest supporters and greatest friends. I wouldn’t have made it through two terms of president without you. Thank you for always being willing to listen to me and guide me through TBS, life, really anything. I am a better person for knowing you.
2. To Gemila – Thank you for serving the district. You contributed so much to council and to the district. I can always count on a laugh from you and thanks for tagging me in every cute animal post ever.
3. To my now fellow DHBs: Zach, Allison, and Carolyn – Thank you for always being a support system for me. I will never be able to repay you for the hours spent on the phone helping me keep it all together.
4. To Iota Chi & Kappa Tau – Thank you guys for rocking it this year as host chapters! Michael and I were much less stressed because you all were on top of life.
5. To Theta Lambda – Thank you again for dealing with this old lady in the back of chapter last semester. I miss seeing all of you every day more than you know. Know that I am always a phone call away and that I love you all very much. War Eagle!

To those of you who were just elected officers, your fellow council members will become some your best friends and this journey will be more than you ever imagined. My advice to all of you is to treasure every moment because you will blink and it will be over. I know the district will continue to grow in Strength, Excellence, and Diversity under your leadership.



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

Finally to the SED, thank you for allowing me to be your president. I never imagined as candidate I would be here today. I am so grateful to have served you these two terms. I am the person I am today because of Tau Beta Sigma and more specifically the SED.

Respectfully Submitted,  
Lauren Harrison

### **Vice President of Membership: Katelyn Waldron**

To the Sisters of the Southeast District;

We've had quite the year in terms of membership. We've seen new systems come into play with the submissions of MEP's, and the creation of virtual workshops. And while we may have struggled in the beginning I have no doubt that we will continue to grow with these systems and continue to strive for the excellence that we are all about in this district. This year we have begun to spread our ideas further, and have seen an increase in questions, ah-ha moments, and all those good things that come with learning something new. With our new Youtube channel, and the updates to the Membership Resource Database we have gotten to explore new outlets in terms of reaching all of our corners of the Southeast. I remember filming my first workshop in the corner of my bedroom all about membership education and thinking how nervous I was that I would be leading people astray. But with some encouragement from the council and counselors, I knew we were heading in a great direction. If I can leave with you anything is to always keep looking for new things in Tau Beta Sigma and to ALWAYS check your emails.

Part of me has to selfishly admit I never thought I would have to write or present an officer report in front of the entire district. In January of 2014, I sat in classroom 208 in the School of Music at this very university not even knowing what I was getting myself into. But alas, myself and thirteen other sisters, some of whom are here with me today crossed that finish line two years ago on March 31st, 2015; a day I will always remember and can never truly express my gratitude for. I have to thank the entire council for helping this colonist navigate a district I was only introduced to in 2014. To Lauren, thank you for the endless phone calls, rants, snaps, and pep talks. You always know what to say. To Isaac, I will never forget running through H&M out of breath the night before DLC. If you ever need someone to go speed shopping with, Isaac currently holds the world record for it. To Kathleen, thanks for being my Florida partner in crime, I always enjoy our competitive trivia days and comparing our Disney tsum tsum collections. I'm looking forward to more memories before I leave Florida. To



# TAU BETA SIGMA

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## 2017 SOUTHEAST DISTRICT CONVENTION



Hazel, you are always the voice of reason and I'm so happy to know that your field of work will benefit immensely from what you do. To Do'Nyal, your hugs feel like home and I've never met someone who's so busy but always has the time for others. Stephen, thank you for always making me feel like I have a voice, even on my weakest days and Lee, thank you for showing up to Iota Chi when we were still a colony to show us that we will face challenges, but we are the ones to make the best of them. I would also say thank you for the realization that cranes are majestic creatures like unicorns, but now every-time I look at a crane I can't get past it. And I'm not sure if she's here today, but an even bigger thank you to Ms. MiChel Causey, my colony advisor for giving me all the keys to success in TBS and showing an unconditional love to everyone no matter the problems we faced. I wouldn't be here without you.

This summer I will be leaving my state to travel on a new adventure to the state of Mississippi where I will get to teach biology to a group of high school students who could be considered to have the odds stacked against them. I hope I can show them the love that can be found all around the SED and to help to have fortitude and courage to see an ideal, to seize upon it, and follow it wherever it may lead them in this thing we call life. Thank you SED for showing me that no matter how far I wander from home, I have courage that I will never be alone. Always remember that the SED is the best place to be.

Respectfully Submitted,  
Katelyn Waldron  
2016 - 17 Southeast Vice District President of Membership

### **Vice President of Special Projects: Issac Ray Norris**

What a year it has been! After I was elected into the office of district Secretary, I: graduated college, became of Life Member of Tau Beta Sigma, was unemployed, landed a job as the editor of my very own magazine, was appointed to the office of district Webmaster, filled a mellophone spot in the Pride of Dixie Marching Band at the University of North Alabama, marched an entire extra season, was appointed to the office of district Vice President of Special Projects, performed at the Bands of America Grand Nationals in exhibition with the Pride of Dixie for the third time, got a second job as a distributor for a regional magazine in North Alabama, turned 25, moved into a loft in downtown Florence, SHAVED MY HEAD, totaled my car the day before this convention...and now I'm here! With you!

My year as a district officer of the Southeast District of Tau Beta Sigma has been a whirlwind start to finish. You all most likely remember that I campaigned for the office of Vice President of Special Projects, was slated by the nominations committee as the district Treasurer, and was elected in the office of district Secretary at the conclusion of last year's convention in Auburn, Alabama.

**Secretary:** I immediately began working within the office by organizing the Google Drive so that as a council, we could work more effectively. I then began editing and combing through the 2016 convention minutes,



# TAU BETA SIGMA

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## 2017 SOUTHEAST DISTRICT CONVENTION



constitution, and district operations manual. As Secretary, I was given the responsibility of managing the social media of the district, wherein I created a social media calendar each month for the council. This proved to be efficient for not only our online presence, but for communication with the council as a whole.

**Webmaster:** During our annual Summer council meeting, I was appointed to the office of district Webmaster. Within that office, I organized and updated the district website. Shortly after our summer council meeting, the 2016 convention minutes, district constitution, and district operations manual were published to the website. Updates have been occurring as necessary for the website. In January, I added a district calendar to the district website. To add events to the district calendar, email your info to [sedweb@tbsigma.org](mailto:sedweb@tbsigma.org).

Fulfilled charges as charged by the 2016 Programs and Music Support Committee:

Promoted improvements to the district website

Redesigned the homepage to provide quick announcements and reminders.

Updated the chapter spotlight tab and added photos of the chapters' activities.

Created a historian tab to archive district and chapter activities in various projects.

Created a district calendar tab to include important district and national dates.

Promoted the usage of the website as the primary source of district information.

**Vice President of Special Projects:** In November of 2016, I was appointed to the office of Vice President of Special Projects. I began my time within this office by contacting Adrienne Rall for advice and assistance with Focus on Five.

In December, I announced the Concerto Competition. For the project, I created a dropbox via Google Drive for submissions to be received. Special thank you's go to Dr. Richard Good of Auburn University and Dr. John Carmichael, of the University of South Florida, who assisted with the judging process. Congratulations to Wade Dillingham, Eta Beta, for winning the competition. I've spent several years working with Wade within the sorority and within the Pride of Dixie Marching Band, and his award is well deserved.

Also in December, myself and the district council began assembling the newly created Eighth Note committee for the creation of the new and improved The Eighth Note, our joint district publication with Kappa Kappa Psi. I began communication with Evan Schlameuss, the 2016 - 2017 Vice President of Projects of the Southeast District of Kappa Kappa Psi. Evan and I, along with our councils, decided on the membership of the committee. Once the decision was made, the committee, myself, and Evan began gathering content for the publication. Thank you to those committee members: Caleb Morris, Jasmine Myers, Hunter Burchfield of Tau Beta Sigma, and to Ryan Smith, Olivia Vega, and Lee McPhatter of Kappa Kappa Psi. We wouldn't have The Eighth Note without all of you. For more information on the process behind The Eighth Note, please see the committee's report in this convention's minutes.

As a writer, The Eighth Note is very close to my heart and I consider it my baby. There are still a few kinks to work out in the system within which it was made, but I fully trust whoever takes the helm after me to be fully competent in doing so.

At our annual Winter council meeting in January, the council reviewed the charges of each officer as presented by the 2016 delegation and committees. Along with council, Do'Nyal and I created the Spike Competition, the



# TAU BETA SIGMA

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## 2017 SOUTHEAST DISTRICT CONVENTION



newest district project, to create engagement within the district. I also created the Focus on Five requirements for the Spring semester, which were announced in February of 2017.

In February 2017, I gave a workshop with Rachel Myers Kerley at Vanderbilt University that covered how to better chapter communications with various content management systems and apps. I also gave my first workshop: The How and Why Behind Social Media: Translating the Digital Space for Chapters. Do'Nyal Webb also helped me with this workshop, wherein we utilized our professional experience to show chapters how to better their online presence. I also created a Snapchat Geofilter for DLC 2017.

In March, I finalized the Concerto Competition, announced the winner, and finalized The Eighth Note. Information on the production process behind the creation of The Eighth Note can be found within the Eighth Note committee report.

This past weekend, I helped facilitate the Programs and Music Committee with Belinda, Kayla McCary, and

Fulfilled charges as charged by the 2016 Joint Actions Committee:

Created an application for the Eighth Note Committee and selected members of the committee according to TBS District Constitution.

As charged by the 2016 Programs and Music Support Committee:

Provided a pre-made informational flier directly to chapters to create greater awareness of the 2017 Concerto Competition, which was also posted to the SED TBS website.

Investigated different times to hold the concerto performance. It was found that banquet provided the best time for the performance.

Investigated expanding the Concerto Competition from solos to include ensembles. Results yielded nothing worthwhile.

Service in Music Month

Continued the Chapter Spotlight program at various times throughout the year.

Considered highlighting a different chapter every month.

Spotlighted various chapters in the weeks leading up to convention.

New Project Ideas

Brainstormed ideas to include a district project during 2017 SED convention. Nothing found to be worthwhile.

Tentative Project Timeline (created by the 2017 Programs and Music Support Committee)

Concerto Competition

Notified the district of the competition at the end of the Fall, opened the application in December 2016.

Considered having one deadline for the application and a separate deadline for the video submission. This did not prove worthwhile.

Thank you's.

On a more personal note, I'm going to thank my council, and the people who believed in me.

To my council:



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

Lauren,

Thank you for helping me in 2016 when I came to you for advice on running for a district office. I was completely unsure of how anything on the district level operated and without a second thought, you offered your assistance. For the last two years, you have lead the biggest district in the sorority with honesty and a fiery, fierce sense of fairness. The district should be thankful for all that you've done.

Also, don't forget your keys on the top of a car only to have to chase them down on the interstate in Atlanta, superwoman.

Katelyn,

I knew from the moment we first talked wayyy back in 2015 on the ad-hoc committee for The Eighth Note that there was potential for us to be friends. When we were elected onto council together and got to know one another more, I knew that I didn't have to put up any kind of front. You have been the person that I go to for venting sessions, and I am so glad that in the short time that we've known each other, all we need to do is throw a side-eye at each other to know what the other is thinking. Thank you for being my friend. I'm so excited for the trips we have planned once you move to Mississippi.

Kathleen,

You are too pure for this world. The way you have handled secretary - treasurer responsibilities has been full of grace. The district should know how hard you fight for our budget (she works hard, y'all, you should thank her).

Do'Nyal,

Rarely in life do you meet someone with whom you connect with immediately. When I think of the time that we've spent together I can't help but smile. I never thought I would meet someone and have an instant connection. You are my TBS ride or die and I am so lucky to have met you. I'm also fortunate to have had you in all those uber rides in Nashville at DLC because Lord knows I would have been too awkward to say anything to any of those drivers (also, thank you for showing me how Uber works). Luv u fam.

Hazel,

Remember that time you fed me Stephen's meat at Chili's in Atlanta? That was interesting. But for real, thank you for being you and being my awkward partner in crime. I'm so glad to have been on council with you.

Stephen,

I have never met anyone who checks the crosses on their "t's" and the dots on their "i's" more than you. You have shown me how to look at both the small and big picture. Whenever I thought I had something figured out, you'd pull something out of nowhere that I had not even considered. That kind of viewpoint is something that I will carry with me forever. Your dedication to our sorority is boundless and I am so glad to have met you and to have worked with you.

Lee,





# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

I'm gonna be honest. I really didn't like you before I met you. But, after getting to know you my thoughts on you changed completely. I remember at the 2015 national convention, when we first met. We were waiting for the SED caucus to start and you basically yelled at me "Who are you?! Why have we never met before?!" And I answered, "We've met, like, three times. At each convention I've been to."

As national convention went on, I started to feel more involved and that my input mattered. Eventually, you cornered me and asked me what my intentions were for the district. I didn't have any, and I didn't really think of doing anything on the district level until you asked me why. That's what made me decide to run for office. Thank you for seeing something in me that no one else saw, for giving me the confidence to follow my goals, and for being honest with me when I needed it.

To my chapter, Eta Beta,

Thank you for being there. You all have given me memories and experiences in the best years of my life. I'll never forget your presence during the nomination and election process last year at convention. Your support has meant everything.

To the national council,

I realize that we rarely speak to each other, but over the past year I have observed you all quietly from afar, both online and in person. Thank you all for being shining representations of professionalism, class, and empathy. Thank you all for being an ally. It means more than you know to those who you think aren't looking or listening.

When I was an MC back in 2013, I never imagined that I would be given the privilege to hold a district office. I would like to thank the 2016 delegation of the Southeast District of Tau Beta Sigma for electing me into the office of Secretary a year ago. I am so lucky to have been given the honor to serve.

Respectfully submitted,

Isaac Ray Norris  
2016 - 2017 Vice President of Special Projects / Webmaster  
Eta Beta, University of North Alabama  
Life Member #3295



# TAU BETA SIGMA

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2017 SOUTHEAST DISTRICT CONVENTION



## **Secretary-Treasurer: Kathleen Elwell**

Sisters of the Southeast District,

It has been a great honor to serve this district as Secretary Treasurer for the past year. This moment marks both the end of this term and the end of my time on council. It has been a crazy two years, and I definitely did not expect half of the things that happened. This term began in Auburn, Alabama after I was elected Treasurer, and I was stuck with a dead car battery. Thanks to Stephen and Allison York, I was able to get a new battery and make it back to Tallahassee safely, but it was only the beginning of my crazy car struggles over the past year.

As we did not have a National Convention, I found myself very confused, as there was not much that needed to be done on the treasurer side. So I took time to get things with the budget settled and prepared myself to drive to Tallahassee for summer council. Only to get there and have the skid plate fall off my car. Besides, the immediate car issue, summer council went well and I set off with great plans to totally redefine the way that the Rainy Day Fund functions.

In the fall, I began to work on budget reviews and getting everything settled in a routine. Then Lauren calls me and asks if I would be willing to take on the role of secretary as well. It has never been a secret that secretary was a role that I had no desire to have, but for some reason at that moment, I decided that I could handle it, so I accepted. Holding the role of secretary challenged me in ways that I never expected, but it definitely taught me a lot about myself and my abilities.

Fast forward to the spring, and I somehow made it to and from DLC with no transportation issues, but this was likely because Katelyn and I flew. During this trip we made over \$200 by selling T-Shirts, and learned that \$200 worth of shirts weighs approximately 14 pounds. I then continued to get fundraising items together for District Convention, including the wonderful blue bags that I am still selling, shameless plug. Which brings us to this past week when my car refused to start on Monday. But I somehow made it here, and my car is grateful that my term on council is coming to an end.

And now I have some obligatory shout-outs:

Do'Nyal; You have surprised me so much this year. Keep being great, you're going to take this district far.

Hazel; I remember meeting you at National Convention and thinking that you had to be cool because you're friends with Karla. You have definitely proven to be a great asset to this council.



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Isaac; You brought a very unique opinion to this council. Thank you for helping me with secretary things. I couldn't have done it without you.

Katelyn; I lost count of all of the things that we've competed in over the past year, but I think we're even. Or at least we can say that we're even. Thank you for being my Disney buddy and for letting my vent to you whenever I was getting really frustrated with life. We're going to have to keep hanging out before you leave to go to Mississippi.

Lauren; I feel like we have gone through so much together over the past two years that I don't even know where to begin. Thank you for the phone calls where "one more thing" turns into "30 minutes later" and for always being there when I just have to complain about everything. You are going to keep doing great things for this organization, and I have a lot of respect for you because of that.

Lee; You're always my voice of reason. Thank you for challenging me to do better, but keeping me realistic at the same time.

Stephen; It has been two crazy years. You've helped me so much, and I am very grateful for it. Even though we still have not gone to Disney together. That needs to happen soon. Thank you so much for all of your advice, and for talking me down when I reach my limit.

To Alpha Omega; I miss you all more than you will ever realize. For those of you who I haven't met yet, I would love to meet you! Shout out to Spring 16, because you all are the craziest class I have ever met and I don't know what I would do without you. And I'm not at all biased by the fact that my little is in your class, love you Emily.

And lastly, to the Southeast District, thank you for putting your faith into me for a second time. I cannot thank you enough for this. You all inspire me to be a better person, musician, and leader.

Respectfully Submitted,

Kathleen Elwell  
2016-2017 Southeast District Secretary/Treasurer  
Alpha Omega, Florida State University



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2017 SOUTHEAST DISTRICT CONVENTION



## **Parliamentarian: Hazel Shah**

Sisters of the Southeast District,

I cannot believe my term as your SED Parliamentarian is already coming to an end. It seems like it was only a couple months ago that I took the Oath of Office. Oh wait... I'm just kidding. I've had the honor and privilege of serving as your guide to Robert's Rules, parliamentary procedure, and constitutional changes over the past year. While most of my work has been behind-the-scenes regarding updating the district constitution and preparing for SED convention, I was thrilled to present a workshop at DLC regarding Robert's Rules of Order, a presentation which can now conveniently be located on the SED website! Overall, I am grateful that I could be of service to my Sisters of the Southeast.

Though I wish I could recognize everyone who has made my time in Tau Beta Sigma so fulfilling and worthwhile, there are a few Sisters in particular that I would like to acknowledge:

First of all, I could not have dreamt of a better District Council to work with. Lauren, you are superwoman. Sometimes I am a little afraid of how much you know, but I'm never too scared to come to you for advice or assistance. Katelyn, I am in awe of how much you've accomplished in TBΣ and I'm grateful to have worked alongside you. Isaac, thank you for introducing me to fluffernutters and googoo clusters and for keeping things sassy and beautiful, just like you. Kathleen, you work incredibly hard and I'm so impressed by how you have been able to balance grad school and your duties as Secretary-Treasurer. Do'Nyal, you are the



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sunshine we all need in our lives (Vitamin D is important, everyone). You are the embodiment of BAE and GOAT and any other hip and cool acronym you can think of.

Lee, you are a magical unicorn, just like cranes. Thank you for your guidance and support as a District Counselor. Stephen, I don't know how to express how grateful I am to have worked with you this past year. You have been and will always be one of my biggest role models not only in Tau Beta Sigma, but in life. Thank you so much for everything you have done for me and for the Southeast District.

The Epsilon Theta chapter at Georgia Tech, thank you for all of your support over the past 4.5 years. You have taught me what it means to be a Sister and a friend, and I love you all dearly.

Lastly, to the Southeast District, thank you for being my home. Especially after attending 5 SED conventions, 3 DLCs, Florida Day and National Convention, I can say without a doubt that the Southeast District is comprised of the greatest, sassiest, loveliest Sisters and Mister Sisters of Tau Beta Sigma. I am proud to be a Life Member of this organization and I know that the Southeast District will continue to grow and flourish on the pillars of strength, excellence, and diversity.

Respectfully submitted,  
Hazel Shah  
2016-2017 Southeast District Parliamentarian  
Epsilon Theta, Georgia Institute of Technology

### **Parliamentarian: Do'Nyal Webb**

Sisters of the Southeast District,

It's weird to be at SED and not feel like I'm running like a chicken with my head cut off. It's also even weirder to see the 2016-2017 term coming to an end. I just can't begin to express how much of an honor it has been to serve the district.

After being appointed to historian, I tried my best to hit the ground running. The first thing I began was discovering facts about the district, the sisterhood, and much more. With all of that information, I made a chart with all the district information (charter dates, chapter ages, locations, chapter websites, etc.) and I shared this with council. I was then able to make a new history powerpoint incorporating this information. I later converted the scrapbook to a digital setting by creating the SED video that highlights chapters and photos spotted from social media. I also used my time at winter council to make the new mascot competition for Spike and work on



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the legacy plan that will hopefully be incorporated in the coming years. Lastly, I tried to create a more digitally accessible way to collect and send photos to the historian with the Google Drive sheet.

As historian, I would also like to point out some key things that happen this past year. While they are no longer active, the first chapter at Stetson turned the district 70. The district is having it's last convention on-campus. Theta Rho and Iota Psi are repping the SED as our CLA Finalist.

Beyond these things, I got some amazing opportunities. I was able to present two different workshops at DLC, both helping me to hone my speaking abilities and leadership qualities. I now currently have the chance to advise the History and Sisterhood committee at SED, which feels surreal because I still remember just receiving my bid in the middle of starbucks in my uniform and practically in tears of joy and anxiety.

Theta Lambda; I've been so happy with being able to call Auburn my home. I look forward to seeing the chapter continue to grow and being apart of that. To Audra, Hunter, and Tyra; I love you guys so much. You guys have been there for me in so many ways and I can't even begin to explain how much all of it means to me.

Hazel, or should I say hazelle? Thank you for letting me bug you about the sigma necklace I never bought and for the trip to New York City where we only saw each other in Atlanta.

Kathleen, you will never stop amazing me. I'll never forget meeting you, Rachel, and Zoe, and you all being so friendly. You guys made me fall in love with AO and even though I still scream War Eagle, you all hold a special place in my heart.

Isaac, you are my fam. I'm so glad I've had someone sassy, media-oriented, and that snores just as loud as me on council. Thanks for letting me call you where I am stressed and confused and for always letting me believe I was your favorite person ever.

Katelyn, I was never sure of how close we would get but between the phone calls, the snapchats, and you being so amazing I don't know how I expected anything less. I love you so much and I expect to take you around town when you move to Mississippi. Never forget, nobody puts baby in a corner

Lauren, thank you so much. You helped me start this beautiful journey in TBS and I'm beyond grateful for you everyday. I know we don't see eye to eye every moment, but we will forever be STOM fam. I'm so proud to call you my greatest greater than great great great great grand big. I aspire to make you as proud and I love you so much.

Lee, cranes are not magical. Regardless, I'm so glad you've been here for me. You keep me on my toes and I love that so much. I've appreciated you so much and look forward to every chance I get to see you, especially at random marching chiefs rehearsals.



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Stephen, thank you. Words fail to describe how much you've meant to me. My time in TBS feels so brief, but you have made the tough times seem worth it and the great times more magical than life itself. You have seen me through so much. Outside of the bond, you've given me so many goals to aspire towards. Thank you so much and I love you so much.

Lastly, to the Southeast District, you all have given me a home. A home made of strength from every sister's love, of excellence in all the service and work we do, and a very diverse family. It truly has been an honor to be selected to serve and I really wish everyone had the chance to feel this peace and love.

Respectfully Submitted,  
Do'Nyal Webb  
2016-2017 Southeast District Historian  
Theta Lambda, Auburn University



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### **Counselor: Lee Commander**

What a remarkable year it has been. Even though it seems like very little time has passed, it is easy to believe that it has been a year considering all of the incredible work that has been done.

In the past year your district officers have conducted numerous service projects including service in music month, and our very own Concerto Competition. This is a remarkable project as evident by the incredible musicianship displayed last night. Can we please give Wade Dillingham one more round of applause. Perhaps some of us are unaware but, the Southeast is the only district that has a Concerto Competition as a part of their district operations!

This year we also saw some life breathed back into The Eighth Note. In case you have not taken a look on the website...please do! The work of the committee is clearly evident and does not go without my sheer thanks and admiration.

In February the district took Nashville where Katelyn Waldron and her team and put together a fantastic day where students learned new ideas, asked questions and made friends that are sure to last a life-time.

With all of the wonderful things have happened we certainly have had some new events in the Southeast we still need to work on. This year a new initiative was begun, where chapters were asked to submit clear and concise MEP's to your district Counselor EACH semester that you want to take a class. While I sit down and reflect on all of the awesome things that have taken place throughout the last year and I AM POSITIVE that the district is able to meet this expectation.

With this sense of positivity I am positive that we can reach all of goal and deadlines including district and national paperwork, focus on five initiatives, district participation and ATTENDANCE AT NATIONAL CONVENTION. Listen to me carefully ladies and gentlemen, we are BLESSED to have convention in Sunny Orlando which finds it's home inside the Southeast District. Look around at the people in this room. Look at the potential your district has to influence change to the rest of the country and the future of your organization.

I have enjoyed hearing the words of the students at this convention and the requests that people are making. One request I keep hearing is a more open line of communication so, would everyone in the room please take our your cell phone. Under your contacts please make a new entry, the entry is me. Give phone number Now since you have this from me I encourage you to get involved in the chapter mentorship program and allow our district to finally reach their goal of 100% completion in operation 100%.

A part of being a counselor is getting the chance to see young people develop into outstanding young people and cultivate leadership that showcases just how talented these people are. The students of this year's council, you are all stunning. I am truly blown away. None of you have ever sought after approval as a reward for hardwork. Instead, you worked hard, fought through pit falls and without a doubt led this district to an elevated





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and approved state. Because of your efforts the future of this district is destined to higher levels of achievement. So, even though you never looked for my approval, you should know that you always had it. Even when things work going your way or something didn't work out the way you wanted it to. Your steadfast approach to this district always left me proud.

Stephen, since I began with TBS there was you. You were elected at my University of the same semester I crossed from then, it seemed we would never escape each other. You have basically held every title someone can hold to another person. You have been my president, my colleague, my partner, my sister, as of two nights ago my brother, my friend and more realistically my family. With all families and even friends it was certain that you and I would not always see eye to eye on all aspects of our life or the ideas we saw as important. We were not always honest with each other and sometimes withheld information to other. In hindsight, it is clear that these decisions were made with the emotions and feelings of the other in mind. You should know that I love you and hope you will forgive me for any time I upset you and hope you know that I forgive you for the same. Good luck in law school I am proud to work alongside you.

This weekend has been one of the emotionally taxing weekends I have ever gone through. One Friday I left the funeral of a brother who sadly took his own life last weekend. This brother was a student of mine. I cannot describe to you the overwhelming sense of grief and powerful sense of emotion I have felt over this past week knowing that I would never see this students again. Moreover, leaving the funeral within one mile of the funeral home I was injured in a car accident in which my car is likely totaled. Please do not fret, I am only walking away shaken with no bruising, broken bones or abrasions.

I tell you this because my favorite part of being a counselor is getting to work with students, I get to see the powerful and remarkable things you are doing at your own chapters. I get to talk to your Director of Bands who brag on your and are always happy to have you around (Even when you don't think they are). Ultimately, YOU are my favorite part of my job. You are the absolute BEST thing that I get to experience at convention. I love talking with you and working with you and watching the impressive things that a group of young people can do to better an organization that has given so much to all of us.

So allow me to say this to everyone in the room and all at the same time. I love you. You are important to me. You are brilliant, kind, beautiful, powerful and competent and capable. You all mean a great deal to me and I hope that see you all again. I applaud you for your efforts and thank you for being here.

As look at the room at the students who are here, people I consider just like my own students I leave you with this quote. It is the same quote I say to all of my students every weekend until I can see their bright shining faces again. This is the same hope that I have for you. That I will see your bright shining faces in JULY in Orlando! So, until then....

Please, don't drink, don't drink and drive, don't ride with someone who drinks and drives, wear your seatbelt, wear your sunscreen and come back to me 3 dimensional.



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## 2017 SOUTHEAST DISTRICT CONVENTION

Respectfully submitted,

Lee Commander  
SED Counselor  
2016-2017

### **Counselor: Stephen Burt**

To the Southeast District,

It's hard to believe that I stand here in front of you as we begin to wrap up my 3rd convention as one of your Southeast District counselors. And my what a year. This year has been one of the best years that I have had the privilege of serving you all. This year started off with a bang as we left council with one of the promising council's to date...and boy did they not disappoint. The council immediately got to work appointing Do'Nyal as the historian and Hazel as our parliamentarian. Both jumped right in and got to work serving you all in their respective capacities. The council had our summer council meetings in Tallahassee in June which allowed the council to start bonding, goal planning, and vision making. For the first time since 2010, Four elected members from the council were invited to attend the national DLC in Stillwater Oklahoma which allowed our council the opportunity to start planning for the term that lied ahead. Additionally, we had the privilege of attending the grand opening of the final product of the Wava Memorial Garden at headquarters. It was such a blast getting to share this opportunity with Lauren, Katelyn, Isaac, and Gemila.

As we moved into the fall semester, it meant that there was a lot to get ready for. With the new MEP requirements for chapters to have candidate classes, I worked with Lauren and Katelyn as they previewed each of the MEPs and I followed up with each of the chapters that submitted their MEPs. This proved to be quite a time consuming task but was a lot of fun getting to continue to work with many of you as we improved our processes of recruitment and education. In total, I reviewed over 30 MEPs but NOT EVERYONE TURNED ONE IN!!!! Which is another topic for another day. As the fall semester continued, I attended numerous biweekly meetings with the district council, attended numerous national counselor meetings, and worked closely with many of our chapters that had issues they wanted assistance with. It was great getting to work with each of the district officers as they began implementing their goals and serving each of you. Perhaps one of my favorite jobs of serving in the counselor position is the literally daily texts messages, received from many of the officers as they constantly strived to serve you better.



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This council proved to be incredibly productive as many videos were published to the youtube channel, convention planning took its beginning roots, SHELLs was published, our social media presence increased 10fold, and we strived daily to provide each of you with resources to make your jobs easier in serving your college bands. Unfortunately, our paperwork deadlines were not as successful as they had been in the past and that made the council (and myself) very sad. We have to continue to work on being better about submitting our paperwork on time. THERE LITERALLY IS NO EXCUSE! Challenge your presidents and officers to ensure your chapter avoids disciplinary action for something so simple as paperwork.

The spring semester proved to be quite an eventful one. I had the privilege of traveling to Atlanta for Honda Battle of the Bands and hanging with my ride or die Siobhan, we had winter council meetings here in Tampa as we got our first glimpse at what would ultimately become our SED Convention site, we had DLC in Nashville at Vanderbilt which is an event that I can honestly say was tremendous in allowing our students the opportunity to learn in so many ways. Obviously we continued to have those biweekly meetings and the text messages and groupmes never stopped! But I wouldn't have it any other way. To the countless nights I've stayed up way past my bed time, this council continued to prove that the SED is made up of tremendous leaders who have never settled for anything less than the best even when that meant staying up late to get things done.

There are obviously some thank you's that need be made and I'll try to keep this short.

To Hazel and Do'Nyal: Both of you guys were tremendous additions to our group and in many ways completed us! I love you both dearly and the work you did for both of your positions was unprecedented. Literally no one has done a better job than either of you. You should be very proud of yourselves.

To Kathleen: Your 2 years of service to this district are to be commended. Your passion for our budget and finances has not only allowed the last two councils to function at it's highest potential, but you have set up future councils for success for years to come! We literally couldn't have done it with out you.

To Isaac: Stepping into the VPSP (arguably the most challenging and time consuming position on the council) certainly was no easy task. And you killed it. The 8th Note has literally never been even close to a thing in the 10 years I've been involved in this organization and the committee I worked on creating to revamp the entire program 2 years ago was only possible because of the work you put in. You've been such a valuable asset to this team and I'm so excited to see you to continue to excel in whatever continues to come your way after this year.

To Katelyn: Who would have that that two years ago, when I got a random FB message from a colonist at USF that our relationship would turn into what it has! Your passion, drive, leadership and work ethic are unmatched by any! You literally took the VPM position, turned it upside down, and blew it out of the water. This position has always been a position of uncertainty and you have established a precedent for many VPMs to come! You should be so proud.



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To Lauren: Where do I begin? I don't think this district truly knows how lucky they have been to have you serve as their president for the last 2 years. In many ways, our paths in TBS and the roles we have taken on have been very similar and I'm so proud of the truly immeasurable impact you've not only made in the SED, but TBS as a whole. You're a rock star and are going to do incredible things! There is pretty much nothing else to say except for the fact that I have not only enjoyed working with you, but cherished our friendship beyond words.

Tau Beta Sigma has taught me many incredible lessons. Perhaps the most important is to "See an Ideal, Seize Upon it, and to follow it where ever it may lead..." A little over 2 years ago, I saw an ideal. Although I had been teaching band for 3 years at the time, I had begun to develop this idea that I was really passionate about change. Not only in my personal life but also within the music field, education, and the arts as a whole. I began to do some research and slowly this idea for change developed into the possibility of attending law school to pursue educational and administrative law. Along with this passion, came a significant interest in the pursuit of arts advocacy, something many in this room find very important. As many of you know, I decided to attend law school to further pursue these ideals. Although I started just part time in law school, my interests developed into much more and I decided to step away from teaching in order to pursue the study of law full time as a full time student. This has been one of the most challenging, yet rewarding experiences of my life. I have been challenged to think in new ways and it has only allowed my passion for the ideals of change I spoke of previously to foster even more. I've been so humbled by the number of students in this organization that I've been able to build relationships with because I chose to pursue this new course in my life.

Well, law school and the pursuit of change in the education and arts is not the only ideal I have developed a passion for. Tau Beta Sigma has been a major passion for my life over the last 10 years. However, I believe there is a need for change in our organization as well. I have worked tirelessly over the last 3 years as counselor and 3 years on district council prior to that, to foster relationships with members of this district, provide resources in order to allow our chapters to grow and develop into power houses, and to push each and every one of you to be the best you can possible be. However, I haven't been 100% successful. We still have chapters that failed to meet paperwork deadlines every semester. We still have chapters that struggle with recruiting and maintaining enough members to even have a chapter. We've lost 2 chapters now because of this alone. We have numerous chapters that struggle financially just to stay afloat. We have chapters that haven't submitted their MEP for approval to have a candidate class even though it was made a national requirement. Over the last few months, I've been very reflective of why "I" wasn't able to make more of an impact and why we still struggle with some of the same exact things that the SED has struggled with since 2007 when I was initiated. I've had some incredible conversations with some individuals above and below my current position and it has really started to develop into a picture that has started to become clearer. The problem isn't the SED. The problem is that there is a singular expectation that one or 2 individuals will be able to solve all of the SED's problems/struggles by themselves...with no support, no collaboration, no vision, and most importantly...no accountability. Couple this with a lack of equal representation and no one with an actual understanding of how our district functions and struggles making decisions for it and we find ourselves in the same cycle of problems we've been facing for decades. So where does this leave us? I believe I've identified an Ideal. Now it's time for me to seize upon it and follow it wherever it may lead. Regretfully, at the close of this convention, I will no



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longer be serving as your SED Counselor. I cannot put in words what this district means to me. It will forever hold a large portion of my heart. HOWEVER, it is for the reasons addressed above, and it is with great excitement that I officially announce my intent to run for the office of National Vice President of Special Projects for Tau Beta Sigma.

Tau Beta Sigma deserves a leader that understands how chapter's function. Tau Beta Sigma deserves a leader that is going to listen to the concerns of the students, address those concerns, and provide ways for each of you to continue to grow into the amazing leaders you will become both in your band programs and in the professions you pursue after school. I believe I can provide this leadership. Now here is what I need from you. I need you to be at national convention. I need every SED Chapter present not for me...but for you. You need your voice heard. You need your chapter's concerns addressed. And you need to show the nation what the SED is all about.

As I close with my last officer report as an SED Representative, I hope that you will never forget the ideals that we hold so close. I pray that you will always remember to See an Ideal. Seize upon it. And follow it wherever it may lead you in Tau Beta Sigma.

Respectfully Submitted,

STEPHEN BURT  
Southeast District Counselor 2014-2017  
Epsilon Alpha Chapter at the University of South Carolina  
"Go Cocks"

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

*As adopted by the Chapters assembled at the 2017 Southeast District Convention at  
University of South Florida in Tampa, FL on April 2, 2017.*



# TAU BETA SIGMA



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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 President, Vice President of Membership, Vice President of Special Projects, and Secretary-Treasurer. The appointed officers shall consist of Historian and Parliamentarian.
2. The District Executive Council shall consist of the four 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).



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- 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 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. 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.
- j. 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.
- k. 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.
- l. 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, Conferences, and meetings of the Executive Council.



# TAU BETA SIGMA



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- b. Have jurisdiction over the planning and execution of the Southeast District Convention.
- a.
- b.c. Appoint the various committees, committee chairs, and song leaders for District Convention as well as , the Parliamentarian, and the Historian.
- c.d. Be a non-voting, ex officio member of all committees.
- d.e. Organize various awards to be conferred at District Convention.
- e.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.
- f.g. Send reminders to each chapter at least one month prior to any National paperwork deadline.
- 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. Contact Colonies and struggling Chapters (any Chapter with seven members or less) at least once a month within his/her term of office to ensure the stability and well-being of the Chapters.
  - d. Encourage participation in National membership initiatives.
  - e. Execute the recommendations of the Committee on Membership in order to promote membership in the District.
  - f. Advise Chapters and Colonies on the topics of membership, recruitment, retention, and continuing membership education.
  - g. Collect reports on the statuses of Chapters and Colonies that 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 and, the Eighth Note Committee. and the Historian.





# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- 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. Be responsible for the publication and distribution of SHELLS as per Article 6, Section 2.
  - d. Control the receipt and distribution of all monies of the District.
  - e. Advise the Committee on Ways and Means.
  - f. Execute all District fundraisers.
  - g. Encourage participation in National fundraising projects.
  - h. Propose a budget for the District, with assistance from the Committee on Ways and Means, to be submitted to the delegation for adoption.
    - i. Assist the President in organizing various awards to be conferred at District Convention.
    - 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.
      - i. The method of contact shall be at the discretion of the SED Secretary-Treasurer.
    - l. Send out a Rainy Day Fund packet to all chapters of the SED.



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## 2017 SOUTHEAST DISTRICT CONVENTION

### 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.

### 9. *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.
- 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. 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.



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## 2017 SOUTHEAST DISTRICT CONVENTION

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. 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 recommending The Eighth Note and recommending the respective host chapters for each.
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 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.



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## 2017 SOUTHEAST DISTRICT CONVENTION

- 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 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.



# TAU BETA SIGMA

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## 2017 SOUTHEAST DISTRICT CONVENTION



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.

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 each of the District Officers and 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 the Eighth Note Committee.
  - b. Committee. The Eighth Note Committee shall review and edit submissions to the Eighth Note, communicate and advertise for the Eighth Note (which shall include soliciting articles and notifying when articles have been published) through email, social media, and other forms of communication, and maintain the Host Website of the Eighth Note. The Eighth Note Committee shall be composed of six members and those members shall serve from the time of their selection until the close of the Southeast District Convention. There shall be three members from each organization, including the chair from that organization of each committee. All committee members shall be active members of their respective organizations. The committee shall be selected by way of applications to the committee. There shall be two chairs for the Eighth Note Committee, a chair from Kappa Kappa Psi and a chair from Tau Beta Sigma. These committee chairs shall be selected by their respective Southeast District Councils, prior to the announcement of the committee, via virtual interviews. The



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## 2017 SOUTHEAST DISTRICT CONVENTION

Kappa Kappa Psi Vice President of Programs and Tau Beta Sigma Vice President of Special Projects shall serve as advisors to the committee.

- c. Committee Selection. The committee shall be selected by way of applications to the committee. Applications shall be distributed to the District by September 1st. The application deadline shall be determined by the standing councils. The Committee shall be decided and established by October 10th.
- d. Deadlines and Content. The Eighth Note shall be published online throughout the school year prior to the District Convention, with the viewing of the Eighth Note available at any time in its online format. The deadline for submission of articles shall be rolling throughout the school year prior to the District Convention/. The following themes are required to appear in the Eighth Note in each cycle: Brotherhood/Sisterhood, Musicianship/Music, Service, and Leadership.
- e. Website and Distribution. The primary source of the Eighth Note shall be the website where it is hosted. If the committee sees it fit to do so there shall be a print publication of the Eighth Note to be presented at the Southeast District Convention. Following each cycle of the Eighth Note, there shall be one print publication that is sent to National Headquarters for record keeping purposes. There shall be one committee member each from Kappa Kappa Psi and Tau Beta Sigma in charge of maintaining the website and ensuring it is updated.

### 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-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.
- 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



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## 2017 SOUTHEAST DISTRICT CONVENTION

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, a window to submit bids to host the District Convention will be opened for thirty days following the close of the current District Convention. Upon the ending of the submission window, the joint District Councils, District Governors, and District Counselor(s) will select the Host Chapter(s) from the submitted bids.

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-Treasurer.

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



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## 2017 SOUTHEAST DISTRICT CONVENTION

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 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.





# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- 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 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 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.



# TAU BETA SIGMA



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2017 SOUTHEAST DISTRICT CONVENTION

## **Southeast District Operations Manual**

*Sixth Edition: 2017*

### 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 at the time of election and serve 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



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- 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 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.

### Mail-Out Due Dates and Other Duties

1. *President*
  - a. 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
  - b. Send reminders to each chapter at least one month prior to any National paperwork deadline
2. *Secretary-Treasurer*



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## 2017 SOUTHEAST DISTRICT CONVENTION

- 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 or paper format twice each semester, with exact publication dates determined by the Executive Council
- d. Contact chapter treasurers by **October 15** of the Fall semester, and **March 15** of the Spring semester
- e. Send out a financial status survey to all chapter treasurers by **October 15**
- f. Send the Rainy Day Fund packets to chapters by **September 1**
- g. The SED Secretary-Treasurer shall be responsible for holding a fundraiser that may consist of a competition
  - i. The type of fundraiser shall be left to the discretion of the SED Secretary-Treasurer
  - ii. The submissions shall be from Active chapters in the SED
- h. The SED Secretary-Treasurer shall maintain the District Fundraising database
  - i. The SED Secretary-Treasurer shall be responsible for providing updated documents to the Webmaster to post on the SED website.

### 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. The absent chapter may select another chapter to represent them during joint and separate sessions, and give that person/chapter the right to vote on their behalf.



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## 2017 SOUTHEAST DISTRICT CONVENTION

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 Conference 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 Conference site
  - d. A completed sample schedule of the Conference (most of this will be supplied via the District Council)
  - e. A letter from the Chapter Sponsor (or Sponsors) confirming and supporting the choice of location for DLC

### How to Bid for the *Eighth Note*

#### HOSTING

- The Eighth Note Committee shall be a standing sub-committee that meets between district conventions.
- The committee shall have an even representation from Kappa Kappa Psi and Tau Beta Sigma.
- All committee members shall be active members of their respective organizations.
- The Kappa Kappa Psi Vice President of Programs and Tau Beta Sigma Vice President of Special Projects shall serve as advisors to the committee.



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- The committee shall be selected by way of applications to the committee.

### SIZE

- The committee shall be composed of six members.
- There shall be three members from each organization, including the chair of each committee.
- There shall be two chairs for the Eighth Note Committee, a chair from Kappa Kappa Psi and a chair from Tau Beta Sigma.
- These committee chairs shall be selected by their respective Southeast District Councils, prior to the announcement of the committee, via virtual interviews.

### APPLICATION

- The application shall include a description of *The Eighth Note*.
- A Kappa Kappa Psi and Tau Beta Sigma résumé shall be submitted with the application.
- A chapter letter of recommendation shall be submitted with the application.
- Application questions:
  - Briefly explain why you would like to serve on the Eighth Note Committee.
  - What do you hope to accomplish if selected for this committee?
  - List any other experiences, fraternal or non, that have prepared you to work on this committee.
  - List all school activities that you are involved with.
  - Are you interested in serving as chair of the Eighth Note Committee? If interested, please complete the questions below. If not, please go to the last page of the application and complete the contact form.
    - What leadership experiences have you had in the past?
    - How do you hope to grow as a leader through the Eighth Note Committee if you are chosen?
- Contact form:
  - Telephone
  - Email address
  - Primary source of contact
  - Best time to contact
- On the application, there shall be a check box to indicate if the applicant would like to serve as the chair of the committee.
- Applicants interested in serving as the chair of the committee shall have a speaking interview (via phone call/skype/FaceTime/Google Hangout, etc.).



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- The committee chair shall be chosen based off of the submitted application, listed experience, and interview.
- Respective councils shall decide the members of their committee based off of the submitted applications, résumés, and letters of recommendation.

### TIMELINE

- Applications shall be distributed to the district by September 1.
- The application deadline shall be determined by the standing councils.
- Committee shall be decided and established by October 10.
- The committee shall only be announced after the committee chairs have been decided.
- The VPP and VPSP of each organization shall decide an appropriate production timeline for the print version of the publication.

### ROLES, GOALS, AND GUIDELINES

- The three essential roles of the committee shall be:
  - Review and edit submissions to *The Eighth Note*
  - Communicate/advertise for *The Eighth Note*, which shall include soliciting articles and notifying when articles have been published through email, social media, and other forms of communication within a week of the set deadline.
- Minutes shall be taken during each committee meeting.
- Minutes shall be distributed to the Kappa Kappa Psi Vice President of Programs and the Tau Beta Sigma Vice President of Special Projects.
- An oral update of *The Eighth Note* shall occur twice a year at the convenience of the respective councils.
- Eighth Note Committee chairs shall give a final report of *The Eighth Note* during the final joint session at the Southeast District Convention following the Joint Actions Committee.
- All members of the committee shall be responsible for advertising *The Eighth Note* through their own social media and networks.
- The committee member in charge of reviewing and editing submissions shall present the finalized submission to the committee for committee approval before it is published.
- The committee chairs shall see that the submissions have been posted and are able to be viewed.

### MEETINGS

- The committee chair should report to the VPP and VPSP after each meeting of the committee.
- Committee should meet once a month or more as needed to:
  - Review submissions



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Discuss reaching out the chapters and generating interest
- Discuss what actions need to be taken for the following month
  - What kind of articles does the committee want?
  - Who do they want to hear from?
  - Events that need to be discussed
- Communication with the district in order to generate interest

### ONLINE

- *The Eighth Note* shall be hosted on each of the Southeast District's Kappa Kappa Psi and Tau Beta Sigma websites.
- Suggested website plugin for SED websites: <http://issuu.com/>
- There shall also be a page on each of the organization's websites that acts as a blog form of *The Eighth Note*, where articles, essays, photos, etc. shall be posted that are submitted outside of the print version's production timeline.

### FUNDING

- There shall be an allocation of funds for the printing costs, shared equally by both Southeast District Councils.
- There shall be an allocation of funds up to, but not more than, \$25.00 to cover the Southeast District Convention registration costs for *The Eighth Note* Committee Chairs, provided by their respective Councils.
- Funding for print and convention registrations may vary from year to year.
  - Proposed Budget: Printing costs - \$200/organization
  - Kappa Kappa Psi Chair's Convention Registration (up to \$25.00)
  - Tau Beta Sigma Chair's Convention Registration (up to 25.00)
    - Total: \$450

### PUBLICATION

- *The Eighth Note* shall be created within a desktop publishing software (such as Adobe InDesign CC) by any member of the committee that has experience with the program.
- The dimensions of *The Eighth Note* shall be 7.5 inches wide x 10.5 inches tall.
- All design elements shall adhere to Kappa Kappa Psi and Tau Beta Sigma branding guidelines.
- The Eighth Note committee shall have creative liberty with the design of the publication, per the approval of the VPP, VPSP, Governor, and Counselor.
- The Eighth Note committee shall determine the themes/events to be included in *The Eighth Note*.





# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- Asterisked themes shall be required for each year's edition of *The Eighth Note*.
  - Brotherhood/Sisterhood\*
  - Musicianship/music\*
  - Service\*
  - Leadership\*
  - Fundraising\*
  - Alumni/Alumni spotlight
  - Honda Battle of the Bands
  - Bands of America
  - Bowl Games
  - ESPN Game Days
  - Drum Corps

### Southeast District Convention

- **Southeast District Convention will take place in a host city.**
  - a. Prior to the beginning of the Southeast District Convention, the SED counselors and governors will determine three potential cities to host the convention for the following fiscal year.
  - b. Upon selection of the potential host cities, an event planner selected by the district counselors/governors will be called upon to create an individual bid for each potential host city
  - c. The host city is not required to have a current active chapter of Tau Beta Sigma or Kappa Kappa Psi.
- **The Joint Actions Committee of Kappa Kappa Psi and Tau Beta Sigma will review each individual bid presented by the event planner to determine the slate for the host city for the following fiscal year.**
  - a. The slate will be presented to be voted on by the joint delegation at the closing joint session of the Southeast District Convention
- **Host Chapter(s) will be selected by the SED district councils based on chapter involvement, leadership, and completion of district and national requirements.**
  - a. The respective councils may determine other eligibility factors.
  - b. The host chapters' primary location may differ from the selected host city.
  - c. Numerous chapters, to be determined by district councils based on chapter's qualifications and the need for assistance, may be selected as hosts for the SED Convention



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## 2017 SOUTHEAST DISTRICT CONVENTION

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If chosen to host Convention, the host Chapter(s) **must** meet the following National deadlines:

1. **December 1** – Preliminary Budget from Host Chapter(s)
2. **January 1** – District Convention Fact Sheet from Host Chapter(s)
3. **January 15** – Convention Website Live & Mailers from Host Chapter(s)
4. **May 5th** Final Budget from Host Chapter(s)

*All forms due to National headquarters can be found at [www.kkytbs.org/forms.html](http://www.kkytbs.org/forms.html) and emailed to [hqna@kkytbs.org](mailto:hqna@kkytbs.org)*

### District Awards

#### 1. **The Farthest Traveled Award**

- a. Presented as a plaque to the Chapter or Colony that collectively travels the greatest number of miles to the Convention
- b. This will be calculated as a product of active, conditional, and candidate members, and miles traveled
- c. The host chapter will be excluded in consideration

#### 2. **Best Chapter Representation Award**

- a. Presented as a plaque to the Chapter with the most active, conditional, life, alumni, and candidate members at convention.

#### 3. **Chapter Participation Award**

4. Presented as a plaque to the Chapter who has the most active members at district convention as a percentage of total active members in that Chapter, excluding the host Chapter

#### **Outstanding Chapter Assistance Award**

- a.

#### 5. **Colony Participation Award**

- a. Presented as a plaque to each Colony in attendance
- b. Presented as a certificate to any Chapters that have given assistance to any other Chapter in the District, such as Chapters who serve as Colony Advising Chapters

#### 6. **Shells Umbrella Full Participation Certificate**



# TAU BETA SIGMA



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## 2017 SOUTHEAST DISTRICT CONVENTION

- a. Presented to any Chapters who have donated at least \$1 per current Active member of the donating Chapter to the Rainy Day Fund at the time of convention
  
- 7. Shells Umbrella Award**
  - a. Presented to the Chapter who by the time of convention has donated the most to the Rainy Day Fund since the end of the previous convention
  
- 8. Best Scrapbook Award**
  - a. Presented as a framed certificate to the Chapter who receives the most votes during the Scrapbook Showcase
  
- 9. Focus on Five Award**
  - a. Presented to the Chapter who earns the most stripes and lyre pieces earned by convention
  - b. It is not required to have completed the program to be eligible

### The Rainy Day Fund

In order to apply for the Rainy Day Fund the chapter must contact the District Secretary-Treasurer. If the Secretary-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 submit a Rainy Day Fund Request Proposal. The proposal should contain the following:

1. The amount of money being requested.
2. A breakdown of the usage of the money requested.
3. A statement regarding the reason for the request.
4. A letter from the Director of Bands or Chapter Sponsor supporting this request.
5. The date the funds are needed by.