



# TAU BETA SIGMA

2018 SOUTHEAST DISTRICT CONVENTION



## CONVENTION MINUTES

April 13<sup>th</sup> – April 15<sup>th</sup>, 2018





# TAU BETA SIGMA

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## 2018 SOUTHEAST DISTRICT CONVENTION



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### SCHEDULE OF EVENTS

#### Friday, April 13<sup>th</sup>, 2018

3:00 pm – 9:45 pm	<u>Registration</u>
6:00 pm – 10:00 pm	<u>Marketplace (OPEN)</u>
6:00 pm – 7:00 pm	<u>Joint Opening</u>
7:15 pm – 8:40 pm	<u>Separate Session #1</u>
8:45 pm – 9:45 pm	<u>TBΣ Committee Meetings #1</u>
	<i>Jurisdiction</i>
	<i>Ways and Means</i>
	<i>Programs and Music Support</i>
	<i>Nominations (Closed)</i>
	<i>Joint Actions (Closed)</i>
	<i>Membership</i>
	<i>History and Sisterhood</i>
10:00 pm – 11:30 pm	<u>TBΣ Ritual</u>

#### Saturday, April 14<sup>st</sup>, 2018

8:00 am – 9:25 am	<u>Separate Session #2</u>
9:30 am – 10:25 am	<u>TBΣ Committee Meetings #2</u>
9:30am – 12:30 pm	<u>Marketplace (OPEN)</u>
10:30 am – 11:30 am	<u>Leadership Workshop Block</u>
	<i>ABC's to TBΣ</i>
	Lee Commander



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*“Detoured to Success” Conflict Resolution*

Dr. Kathryn Kelly

*Role with it*

TBΣ National and Past Leaders

*How KKΨ/TBΣ apply to the Real World*

Amanda Dickson, Greg Boike

**11:30 am – 12:30 pm**

**Lunch**

**12:30 pm – 1:55 pm**

Music Block

Reading Band – Craig Aarhus

Hymn/Song Workshop – Stephen Burt

Auxiliary Clinic – Adrienne Rall

Pep Band – Erika Pope

**2:00 pm – 5:00 pm**

Marketplace (OPEN)

**2:00 pm – 2:55 pm**

TBΣ Committee Meeting #3

**3:00 pm – 4:55 pm**

TBΣ Separate Session #3

**5:00 pm – 5:55 pm**

Sisterhood Workshop Block

*“Tau Beta Educated” MEP Workshop*

Adrienne Rall

*“Pin the Lyre on the Stripe” Focus on Five*

Erika Pope

*“No Spoiled Roses” Chapter Relations*

Rachel Myers

*Mental Health Workshop*

Adam Cantley, Carolyn McCambridge



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**6:00 pm – 6:55 pm**

Service Workshop Block

*Tweet Tweet Service Panel*

TBΣ National and Past Leaders

*“MOTS & You” Ritual Workshop*

Lauren Harrison, Neil Bleiweiss

*Joint Relations*

Dr. Kathryn Kelly, Daniel Miller

**7:30 pm – 11:00 pm**

BANQUET, AWARDS, & TALENT SHOW

### **SUNDAY, APRIL 15, 2018**

**8:00 am – 11:45 am**

TBΣ Separate Session #4

**12:00 pm – 1:00 pm**

Joint Closing Session & Adjourn



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**Friday, April 13<sup>th</sup>, 2018**

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

*Call to order at 6:00 PM by the Tau Beta Sigma Southeast District President Do'Nyal Webb and the Kappa Kappa Psi Southeast District President Frank Marzen*

1. **Welcome by Southeast District Presidents**

2. **Introduction of National Officials**

1. **TBΣ (Webb)**

- National Vice President for Colonization and Membership: Adrienne Rall
- National Vice President of Special Projects: Erika Pope
- Tau Beta Sigma Board of Trustees members: Dr. Kathryn Kelly, Carolyn McCambridge
- Tau Beta Sigma Alumni Association Executive Board Member: Amanda Dickson
- Chapter Visitation Assistants: Neil Bleiweiss, Jasmine Causby, Rachel Myers, Isaac Norris, Amber Scott

2. **KKΨ (Marzen)**

- National President: Evan Thompson
- National Vice President for Colonization and Membership: Marco Krcatovich
- Alumni Association Board of Directors, Chair: Daniel Miller
- Alumni Association Board of Directors: Greg Boike
- Board of Trustees, Chair and Past National President: Adam Cantley
- Board of Trustees, Member: Eric Morson
- Board of Trustees, Member and Past National President: Dr. Malinda Matney
- National Chapter Filed Representative: Alaina Peters
- Past National President: Dr. Kirk Randazzo
- Curriculum Committee member and Past National President: Ken Corbett
- Ritual Performance and Education Committee Chair: Zac Humphrey
- Ritual Performance and Education Committee member and Past SED Vice President of Programs: JP Davis

3. **Introduction of Special Guests**

1. **TBΣ (Webb)**

- Immediate Past SED President (2015-2017): Lauren Harrison



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- Past SED President (2011-2012): Rachel Myers
- Past SED Officers:
  - Neil Bleiweiss
  - Christa Hall
  - Isaac Norris
- IP SED Counselors:
  - Crystal Wright
  - Renee Cartee
- Honoraries of the SED:
  - Dr. Debra Traficante
  - Ken Corbett
  - Barbara Kelly-Hursey
  - Adrienne Rall

### 2. KKΨ (Marzen)

- Past SED President (2012-2013): Ema Ashley
- Past SED President (2016-2017): Michael Bradford-Calhoun
- Past SED Governor: Evan Thompson

### 4. Recognition of Band Director and Sponsors

### 5. Introductions KKΨ Officers (Marzen)

1. Vice President of Membership: Brianna McKinzie, Alpha Eta, University of Florida
2. Vice President of Programs: Keith Pringle, Eta Sigma, University of Central Florida
3. Secretary/Treasurer: Porter Gulseth, Mu Upsilon, Florida Gulf Coast University
4. Parliamentarian: Jason Morcos, Iota, Georgia Institute of Technology
5. Webmaster: Louis Livingston, Nu Mu, Kennesaw State University
6. District Governor: Dr. Craig Aarhus, Pi, Auburn University Associate Director of Bands at MSU
7. District Governor: Tron Hunter, Zeta Eta, South Carolina State University
8. President: Frank Marzen, Iota, Georgia Institute of Technology

### 6. Introductions TBΣ Officers (Webb)

1. Vice President of Membership: Katelyn Wysong, Zeta Psi, University of Central Florida
2. Vice President of Special Projects: RJ Gammon, Beta Xi, University of Florida
3. Secretary-Treasurer: Taylor Posey, Iota Phi, Elizabeth City State University



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4. Parliamentarian: Meagan Clarke, Alpha Omega, Florida State University
5. Historian: Michelle Adams, Zeta Psi, University of Central Florida
6. District Counselor: Lee Commander, Alpha Omega, Florida State University
7. District Counselor: Kelsey Reilly, Omega, University of Arizona
8. President: Do’Nyal Webb, Theta Lambda, Auburn University

7. **Current Colonies (Marzen/Webb):**

1. Frank Marzen welcomes the Theta Tau chapter of Kappa Kappa Psi from Fayetteville State University and the colony at High Point University.
2. Do’Nyal Webb welcomes the Beta Phi chapter of Tau Beta Sigma from Florida Agricultural and Mechanical University.

8. **Announcements (Marzen/Webb):**

1. Please remember to maintain professionalism.
2. Remember that we are guests on this site and all weekend long, we should remain courteous and respectful at all times.
3. Keep aware of those around you and your surroundings. Unless we are on a break, everyone is expected to either be in session or in committee. Please check to make sure you have either silenced or turned off your cell phones.

***ENJOY CONVENTION!!***

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



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### OPENING SEPARATE SESSION

*Call to order 7:15 PM by Do'Nyal Webb, President*

- **Seating of the Delegates**

- Alpha Omega – Sabrina Bousbar, Official Delegate
- Beta Xi – Thomas Millet, Official Delegate
- Beta Phi (Colony)-Myrcele Neal-Scott, Official Delegate
- Gamma Epsilon – Elizabeth Fusco, Official Delegate
- Gamma Eta – Kira Abelow, Zeta Psi (No form)
- Delta Theta – Nyaesia Thompson, Theta Zeta
- Epsilon Alpha – Alli Johson, Official Delegate
- Epsilon Theta – Kevin Brown, Official Delegate
- Epsilon Lambda – Mariah McLendon, Theta Upsilon
- Epsilon Xi – Emma Fell, Official Delegate
- Epsilon Chi – Brittany Sandle, Official Delegate
- Zeta Beta – Layla Gray, Official Delegate
- Zeta Iota – Trave'Elle Knotts, Official Delegate
- Zeta Tau – Jayla Hardy, Theta Rho
- Zeta Psi – Shannon Lopez, Official Delegate
- Eta Beta – Mary Barnes, Official Delegate
- Eta Lambda – Isabella, Mazzei, Official Delegate
- Eta Xi – Kayla Jordan, Official Delegate
- Eta Omicron – Kaydian Jordan, Eta Lambda
- Eta Phi – Melissa Kowerduck, Official Delegate
- Theta Zeta – Kailyn Calloway, Official Delegate
- Theta Lambda – Hunter Burchfield, Official Delegate
- Theta Nu – Johnny Chadwick, Epsilon Theta
- Theta Rho – Clintera Rush, Official Delegate
- Theta Sigma – Mercedes Pearson, Official Delegate
- Theta Upsilon – Teaira Wallace, Official Delegate
- Iota Zeta – Alexis Holley, Official Delegate



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- Iota Lambda – Kayla Pratt, Theta Zeta
- Iota Mu – Stephen Robinson, Eta Phi
- Iota Xi – Hannah Boris, Official Delegate
- Iota Omicron – Lauren Glaser, Epsilon Alpha
- Iota Sigma – Rebecca Strange, Theta Lambda
- Iota Phi – Brittney Jones Wiley, Official Delegate
- Iota Chi – Savannah Bennet, Official Delegate
- Iota Psi – Parth Patel, 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 Theta Lambda for Iota Sigma. Next year we will begin this process with Theta Nu.**
- **Motion to dispense the reading of the 2017 SED Convention Minutes**
  - Motion: Eta Phi
  - Second: Iota Chi
  - Motion Passes
- **Motion to accept the 2017 SED Convention minutes as published by SED Secretary--Taylor Posey**
  - Motion: Epsilon Alpha
  - Second: Epsilon Theta
  - Motion Passes

### **Women in Music Speaker**

- Erika Pope introduces our Women in Music Speaker, Tonya P. Mitchell
- 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
- Jordan Dean (Epsilon Xi) announces her intent to run for District President
- Savannah Bennett (Iota Chi) announces his intent to run for District Vice President of Membership
- Nicole Warren (Alpha Omega) announces her intent to run for District Vice President of Membership
- Ryn Stuff (Eta Phi) announces her intent to run for District Vice President of Membership
- RJ Gammon (Beta Xi) announces his intent to run for District Vice President of Special Projects



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### Introduction of Committee Advisors, Assignments, and Chairs

- Jurisdiction Committee—Advisor: Kathryn Kelly and Meagan Clark
  - Theta Rho – Chair
  - Iota Omicron Proxy, Epsilon Alpha
  - Delta Theta Proxy, Theta Zeta
  - Gamma Eta Proxy, Zeta Psi
  - Iota Zeta
  - Beta Phi
- Membership Committee—Advisor: Adrienne Rall and Katelyn Wysong
  - Theta Zeta – Chair
  - Iota Psi
  - Iota Xi
  - Epsilon Lambda Proxy, Theta Upsilon
  - Theta Nu Proxy, Epsilon Theta
- Programs and Music Support Committee--- Advisor: Erika Pope and RJ Gammon
  - Theta Lambda – Chair
  - Epsilon Xi
  - Eta Xi
  - Epsilon Lambda Proxy, Theta Upsilon
  - Theta Nu Proxy, Epsilon Theta
- History and Sisterhood Committee—Advisor: Isaac Norris and Michelle Adams
  - Eta Lambda – Chair
  - Iota Sigma Proxy, Eta Lambda
  - Iota Nu
  - Zeta Beta
  - Theta Sigma
  - Iota Lambda Proxy, Theta Zeta
- Ways and Means Committee--- Advisor: Carolyn Cambridge and Taylor Posey
  - Alpha Omega – Chair
  - Epsilon Theta
  - Zeta Tau Proxy, Theta Rho



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- Eta Omicron Proxy, Eta Lambda
- Theta Upsilon
- Iota Mu Proxy, Eta Phi
- Nominations Committee---Advisor: Kelsey Reilly and Neil Bleweiss
  - Zeta Psi – Chair
  - Gamma Epsilon
  - Iota Phi
  - Eta Beta
- Joint Actions Committee--- Advisor: Lee Commander and Craig Aarhus
  - Beta Xi – Chair
  - Iota Chi
  - Epsilon Chi
  - Epsilon Alpha

### General Announcements

- Recognize Shannon Lopez, 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. Interviews will be in ten minute increments. Due to time, the District VPSP and Secretary-Treasurer have interviews tonight and the VPM and President will have interviews tomorrow.
- Ritual will be in the Ballroom C, 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 pineapple pins will be on sale starting Friday night and we will take cash, cash app, or check.
- Pineapples for the Spike Competition will be due after the banquet on Saturday.
- Scrapbook Competition will be due after the banquet Saturday night.
- Make sure to donate to the Penny Wars and the Donation Drive
- Flat SHELLS will be starting directly after

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



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**Saturday, April 14, 2018**

### **SECOND SEPARATE SESSION**

*Call to Order at 8:14 AM by Do'Nyal Webb, President*

- **Special Shout-out to the social media team**
- **Roll Call of Delegates**
  - Alpha Omega – Sabrina Bousbar, Official Delegate
  - Beta Xi – Thomas Millet, Official Delegate
  - Beta Phi (Colony)-Myrcele Neal-Scott, Official Delegate
  - Gamma Epsilon – Elizabeth Fusco, Official Delegate
  - Gamma Eta – Kira Abelow, Zeta Psi (No form)
  - Delta Theta – Nyaesia Thompson, Theta Zeta
  - Epsilon Alpha – Alli Johson, Official Delegate
  - Epsilon Theta – Kevin Brown, Official Delegate
  - Epsilon Lambda – Mariah McLendon, Theta Upsilon---Here 2<sup>nd</sup> Round
  - Epsilon Xi – Emma Fell, Official Delegate
  - Epsilon Chi – Brittany Sandle, Official Delegate
  - Zeta Beta – Layla Gray, Official Delegate
  - Zeta Iota – Trave'Elle Knotts, Official Delegate
  - Zeta Tau – Jayla Hardy, Theta Rho
  - Zeta Psi – Shannon Lopez, Official Delegate
  - Eta Beta – Mary Barnes, Official Delegate
  - Eta Lambda – Isabella, Mazzei, Official Delegate
  - Eta Xi – Kayla Jordan, Official Delegate
  - Eta Omicron – Kaydian Jordan, Eta Lambda
  - Eta Phi – Melissa Kowerduck, Official Delegate
  - Theta Zeta – Kailyn Calloway, Official Delegate
  - Theta Lambda – Hunter Burchfield, Official Delegate
  - Theta Nu – Johnny Chadwick, Epsilon Theta
  - Theta Rho – Clintera Rush, Official Delegate



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- Theta Sigma – Mercedes Pearson, Official Delegate
- Theta Upsilon – Teaira Wallace, Official Delegate
- Iota Zeta – Alexis Holley, Official Delegate
- Iota Lambda – Kayla Pratt, Theta Zeta
- Iota Mu – Stephen Robinson, Eta Phi
- Iota Xi – Hannah Boris, Official Delegate
- Iota Omicron – Lauren Glaser, Epsilon Alpha
- Iota Sigma – Rebecca Strange, Theta Lambda
- Iota Phi – Brittney Jones Wiley, Official Delegate
- Iota Chi – Savannah Bennet, Official Delegate
- Iota Psi – Parth Patel, Official Delegate

**Absent:** Epsilon Lambda, Epsilon Chi, Zeta Beta, Iota Zeta, and Iota Xi

- **2017-2018 Southeast District Secretary Treasurer Report—Taylor Posey**

- **Motion was made to pass the 2017-2018 Secretary-Treasurer Report**
  - Motion: Iota Phi
  - Second: Zeta Psi
  - Motion passes

- **2017-2018 Southeast District Vice President of Special Projects—RJ Gammon**

- **Motion was made to pass the 2017-2018 Vice President of Special Projects Report**
  - Motion: Beta Xi
  - Second: Eta Lambda
  - Motion passes

- **Nomination Speeches**

- Nomination Chair: Neil Bleweiss recognized to moderate the Nominations Speeches.

- **Secretary-Treasurer – Meet the Candidates**
- **Vice President of Special Projects – Meet the Candidates**
  - RJ Gammon, Beta Xi
- **Vice President of Membership – Meet the Candidates**
  - Savannah Bennett
  - Nicole Warren



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- **President – Meet the Candidates**
  - Jordan Dean
  - Do’Nyal Webb, Theta Lambda

***SEPARATE SESSION RECESSED UNTIL 3:00 PM***



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### THIRD SEPARATE SESSION

*Call to Order 3:13 PM by Do'Nyal Webb, 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



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- Iota Gamma
- Iota Lambda
- Iota Mu
- Iota Nu
- Iota Omicron
- Iota Sigma
- Iota Phi
- Iota Chi
- Iota Psi

**Absent:** Iota Zeta, Iota Xi

### **National Presentation**

- Adrienne Rall, Erika Pope, and the National Council showed their new ritual book. One was issued to each chapter delegate. They also gave a presentation on Focus on Five, National Sorority Policy Insights, and promoting recruitment for the next year.

### **Officer Reports**

- Motion to accept the Officer Report of the 2017-2018 SED Vice President of Membership, Katelyn Wysong
  - Motion: Zeta Psi
  - Second: Epsilon Theta
  - Motion Passes

### **Nominations Slate**

- **Slate:**
  - President: Do’Nyal Webb
  - VPM: Nicole Warren
  - VPSP: RJ Gammon
  - Secretary-Treasurer: Jordan Dean
  - Zeta Psi made a motion to accept the slate
    - Motion: Zeta Psi
    - Second: Gamma Eta
    - Motion Passes



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### Spirit Stick 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



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- Iota Lambda
- Iota Mu
- Iota Nu
- Iota Omicron
- Iota Sigma
- Iota Phi
- Iota Chi
- Iota Psi

**Absent:** Iota Zeta, Iota Xi

- Motion to accept the Officer Report of the 2017-2018 SED President, Do’Nyal Webb
  - Motion:
  - Second
  - Motion Passes

### **Announcements**

- Michelle Adams made a reminder about the Scrapbook deadline at 11:30 pm
- Do’Nyal Webb presented her Pathway to Excellence Campaign
- 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

Session Adjourned----Motioned by Theta Zeta, Second Epsilon Theta

Motion Passed

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



# TAU BETA SIGMA

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**Sunday, April 15, 2018**

## CLOSING SEPARATE SESSION

*Call to Order at 8:10 AM by Do'Nyal Webb, 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



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- Theta Chi
- Iota Gamma
- Iota Zeta
- Iota Lambda
- Iota Mu
- Iota Nu
- Iota Xi
- Iota Omicron
- Iota Sigma
- Iota Upsilon
- Iota Phi
- Iota Chi
- Iota Psi

**Absent:** Gamma Eta

### **Committee Reports:**

- 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: Delta Theta
    - Second: Gamma Eta
    - Motion Passes
- Committee Report on the *Committee for History and Sisterhood* (report attached)
  - Motion to accept the Committee Report on the *Committee for History and Sisterhood*
    - Motion: Beta Xi
    - Second: Theta Zeta
    - Motion Passes
- Committee Report on the *Committee for Membership* (report attached)
  - Motion to accept the Committee Report on the *Committee for Membership*
    - Motion: Eta Lambda
    - Second: Beta Xi
    - Motion Passes



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- 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: Beta Xi
    - Second: Iota Psi
    - Motion Passes
  - Alpha Omega made a motion to accept the 2018-2019 Budget
    - Second: Eta Xi
    - Motion Passes

### District Awards and Competitions

- Focus on Five Award
  - Winner: Epsilon Xi and Theta Zeta
- Farthest Traveled Award
  - Iota Zeta
- Chapter Representation Award
  - Theta Zeta
- Chapter Assistance Award
  - Alpha Omega
- Colony Participation Award
  - Beta Phi
- Chapter Participation Award
  - Theta Zeta
  - Epsilon Theta
- National Leadership Gifts
  - Adrienne Rall
  - Erika Pope
- Spirit Stick

### Committee Reports

- Committee Report on the *Committee for Nominations* (report attached)
  - Motion to accept the Committee Report on the *Committee for Nominations*
    - Motion: Alpha Omega
    - Second: Epsilon Xi



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- Motion Passes

### Elections

- **Slate:**
  - President: Do’Nyal Webb
  - VPM: Nicole Warren
  - VPSP: RJ Gammon
  - Secretary-Treasurer: Jordan Dean

### Floor Opened for Nominations for President

- Do’Nyal Webb from Theta Lambda
- Jordan Dean from Epsilon Xi
- Nasya Blackwell from Theta Zeta
- Floor is closed

### Five Minute Q&A with the Candidates

- Motion to Extend time by 3 minutes
  - Motion: Epsilon Xi
  - Second: Epsilon Theta
  - Motion Passes
- Motion to caucus for 5 minutes.
  - Motion: Beta Xi
  - Second: Iota Chi
  - Motion Fails
- **Vote by secret ballot for the office of 2017-2018 SED President**

**2018-2019 Southeast District President is Do’Nyal Webb, Theta Lambda**

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

- Nicole Warren from Alpha Omega
- Ryn Stuff from Eta Phi
- Savannah Bennett from Iota Chi
- Floor is closed

### Five Minute Q&A with the Candidates



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- Motion to extend time by 3 minutes
  - Motion: Alpha Omega
  - Second: Zeta Psi
  - Motion Passes
- Motion to extend by 3 minutes
  - Motion: Epsilon Theta
  - Second: Epsilon Xi
  - Motion Passes
- Motion to caucus
  - Motion: Epsilon Theta
  - Second: Iota Mu
  - Motion Passes
- **Vote by secret ballot to elect the 2017-2018 Southeast District Vice President of Membership**  
**2017-2018 Southeast District Vice President of Membership is Nicole Warren, Alpha Omega**
- Motion made to recess for 10 minutes
  - Motion: Iota Sigma
  - Second: Epsilon Theta
- Gamma Eta made an amendment to recess for five minutes
- Amendment made to recess for five minutes failed
  - Motion: Iota Sigma
  - Second: Eta Lambda
  - Motion Passes
- Motion made to caucus for seven minutes
  - Motion: Epsilon Theta
  - Second: Delta Theta
  - Motion passed

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

- RJ Gammon from Beta Xi



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- Floor is closed
- Alpha Omega made a motion to Vote by Acclimation
  - Motion passed
- Vote by Acclimation for the office of 2017-2018 SED Vice President of Special Projects  
**2018-2019 Southeast District Vice President of Special Projects is RJ Gammon**

### **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:**
  - Jordan Dean
  - Johnae Tatum
  - Elicia Fricke
- Motion made to have a Q&A session for three minutes
  - Motion: Iota Psi
  - Second: Iota Sigma
  - Motion Passed
- Motion made to have a Q&A three minutes
  - Motion: Alpha Omega
  - Second: Zeta Psi
  - Motion Failed
- Motion made to have three-minute caucus
  - Motion: Beta Xi
  - Second: Epsilon Theta
  - Motion Passed
- Vote by secret ballot for the office of 2018-2019 SED Secretary-Treasurer  
**2018-2019 Southeast District Secretary-Treasurer is Jordan Dean**



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Committee Report on the *Committee for Jurisdiction* (report attached)
  - Motion to accept the Committee Report on the *Committee for Jurisdiction*
    - Motion: Theta Zeta
    - Second: Zeta Psi
    - Motion Passes
  - Motion to discuss an amendment to the Constitution about the Secretary-Treasurer position
    - Motion: Alpha Omega
    - Motion Passes
  - Epsilon Theta made a motion to amend the motion regarding District Leadership Conference (Section A-C)
    - Motion failed
    - Discussion taking place started from Epsilon Theta
    - Motion failed
  - Epsilon Theta made a motion to add Article B to the proposed changes
    - Second: Epsilon Xi
    - Motion Passes
  - Beta Xi moved to amend the motion to strike out (A-F) the first one, so the second one will pass.
    - Second: Epsilon Alpha
    - Motion Passes
  - Alpha Omega makes an amendment to strike out the Historian Committee throughout the Constitution.
    - Not accepted
  - 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



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Motion Passes

### **SEDAA Announcement**

- 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: Zeta Psi
- Spike Competition
  - Winner: Eta Lambda
  - Honorable Mention: Theta Rho
  - Second Runner-Up: Alpha Omega
- Spirit Stick
  - Theta Rho

### **Officer Reports**

- Motion to accept the Officer Report of the 2018-2019 SED President (report attached), Do'Nyal Webb
  - Motion: Eta Lambda
  - Second: Theta Lambda
  - Motion Passes

### **Oath of Office is administered by Lee Commander to the newly elected 2018-2019 Southeast District**

#### **Council**

- President: Do'Nyal Webb
- Vice President of Membership: Nicole Warren
- Vice President of Special Projects: RJ Gammon
- Secretary-Treasurer: Jordan Dean

### **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
- Come get your pineapple
- Graduating Seniors come see SEDAA

### **Motion to Adjourn Separate Session**



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Motion: Alpha Omega
- Second: Eta Lambda
- Motion passes

***SEPARATE SESSION IS ADJOURNED AT 11:47 AM***

### CLOSING JOINT SESSION

*Call to order at 12:15 pm by the Tau Beta Sigma Southeast District President Do'Nyal Webb and the Kappa Kappa Psi Southeast District President Frank Martin*

#### **Roll Call: Kappa Kappa Psi (Martin)**

- Quorum is met

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

- Chapters present:
  - Alpha Omega
  - Beta Xi
  - Gamma Epsilon
  - Gamma Eta
  - 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



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Theta Lambda
- Theta Zeta
- Theta Rho
- Theta Sigma
- Theta Chi
- Iota Lambda
- Iota Gamma
- Iota Mu
- Iota Nu
- Iota Sigma
- Iota Upsilon
- Iota Chi
- Iota Psi

▪ Absent:

- Zeta Beta
- Zeta Iota
- Zeta Tau
- Iota Chi

### 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 2019 Southeast District Convention:** Birmingham Alabama, Sheraton Hotel--University of Alabama at Birmingham
  - Motion to approve the slate for the Host of the 2019 Southeast District Convention.
    - Motion: Theta Lambda, Tau Beta Sigma
    - Second: Pi, Kappa Kappa Psi



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Tau Beta Sigma Motion Passes
- Kappa Kappa Psi Motion Passes
- Motion for Charleston to Host the 2018 Southeast District Convention by placard vote
  - Second: Epsilon Theta, Tau Beta Sigma
  - 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 2019 Southeast District Convention shall be the Hilton Hotel in Charleston South Carolina.**

### **Presentation of the 2018-2019 Southeast District Council of Kappa Kappa Psi (Bradford-Calhoun)**

- President: Brianna McKinzie, Alpha Eta, University of Florida
- Vice President of Programs: Jessica Nedum, Eta Sigma
- Vice President of Membership: Darius Smith
- Secretary/Treasurer:

### **Presentation of the 2018-2019 Southeast District Council of Tau Beta Sigma (Harrison)**

- President: Do'Nyal Webb, Theta Lambda, Auburn University
- Vice President of Membership: Nicole Warren, Alpha Omega, Florida State University
- Vice President of Special Projects: RJ Gammon, Beta Xi, University of Florida
- Secretary-Treasurer: Jordan Dean, Epsilon Xi, Troy University

### **Recognition of University of South Carolina as hosts of the 2018 SED Convention**

### **Motion to Adjourn the 2018 Southeast District Convention**

- Motion: Epsilon Alpha, Tau Beta Sigma
- Second: Zeta Chi, Kappa Kappa Psi
- Kappa Kappa Psi Motion Passes
- Tau Beta Sigma Motion Passes

***The 2018 Southeast District Convention of Kappa Kappa Psi and Tau Beta Sigma  
is adjourned at 12:51 PM.***



# **TAU BETA SIGMA**

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## **2018 SOUTHEAST DISTRICT CONVENTION**





# TAU BETA SIGMA

2018 SOUTHEAST DISTRICT CONVENTION



## AWARDS

### Spike Competition – School

Eta Beta – University of North Alabama

Runner Up: Theta Rho – Bethune-Cookman College

### Spike Competition – District

Alpha Omega – THE Florida State University

### Scrapbook Competition – Physical

Zeta Psi – University of Central Florida

Honorable Mention: Epsilon Theta – Georgia Institute of Technology

### Scrapbook Competition – Digital

Theta Lambda – Auburn University



# TAU BETA SIGMA

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## 2018 SOUTHEAST DISTRICT CONVENTION



### COMMITTEE REPORTS

#### History and Sisterhood Committee Report

##### **Chair:**

Isabella Mazzei, Eta Lambda, University of Alabama at Birmingham

##### **Advisors:**

Michelle Adams (SED Historian)

Isaac Norris (Past SED VPSP)

##### **Charges to Committee:**

- 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

##### **Implementation of Charges:**

- *Reviewed 2017 Committee on History and Sisterhood Report*
- *Discussed possibility of new District logo:*
  - Must include 7 states, something representative of the district (pineapple, turtle)
  - Created list of proposed deadlines
    - September 1 – Accepting submissions
    - December 1 – Deadline for submission
    - Council narrows down choices at DLC and presents options both in person and digital (over social media)
    - Voting by chapter delegates to take place at SED 2019
- *Evaluated status and effectiveness of Legacy Project and associated committee*
  - Concerns regarding “point” of legacy project (what about the OMRS?)
  - Addressed by clarifying that it would focus on unique aspects of each chapter



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Chapter mascots
- Chapter songs
- Chapter traditions like “T’s”, “19218”
- Fun facts: chapter start date, chartered by, big sister chapter
- Founding sisters, chapter photo, how many sisters crossed, how many honorary members, chapter goal
- Interviews of past sisters
- Corresponding secretaries acting as contact for this program
- Legacy project hosted publicly on SED website via premade template
- Chapter historians would collect information and submit it to the corresponding SED Historian, if applicable.
- On SED website, the directory will be organized by state and chapter. Each chapter’s page should include the following:
  - Chapter name
  - School name
  - Charter date
  - Mascot
  - Big/Little sister chapters
  - Updated chapter photo
- *Evaluated status and effectiveness of Spike mascot competition*
  - Clarified the rules of the Spike competition
    - Chapter must be present at SED to enter competition
    - Proposed two categories: School division and District division; only one entry per category per chapter.
      - School spirit or District mascot
        - Chapters can only win one category
        - Must clarify category upon entry
    - Spike must be decorated in appropriate décor
      - No profanity
      - No lewd attachments
      - No altering logos



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Only district logos on Spike; no crest/national logos should be present on the pineapple
  - *Evaluated status and effectiveness of scrapbook competition*
    - Created judging rubric for scrapbook competition
      - Checklist on a scale of 1-10 including:
        - Creativity
        - Content:
          - How each chapter personifies each of the 5 qualities
          - Fundraisers
          - Joint Brother
          - Big/Little
          - Leadership
          - Band Involvement
          - Band Trips
          - Focus on Five
          - Seniors/Alumni
          - Categories
          - Families
- *Evaluated status and effectiveness of Historian office*
  - Discussed expanding the Historian office, giving the office a committee of 5 historians from across the district to collect images, videos, etc.
  - Historian Committee selection will be responsibility of Council based on applications received. Deadline for decision taking place no later than May 15; membership as decided by appointed Historian.
  - Appointed Historian will report to Council President.

### **Charges to the 2019 Committee on History and Sisterhood:**

- Review 2018 Committee on History and Sisterhood Report
- Evaluate status and effectiveness of Legacy Project and associated committee
- Evaluate status and effectiveness of Spike mascot competition
- Evaluate status and effectiveness of digital scrapbook submissions



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Evaluate status and effectiveness of Historian Committee, if applicable

### **Charges to the 2018-2019 Historian (if applicable)**

- Communicate to chapters more concisely
- 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
- In officer report, discuss what SED Historian did in office and history of district for the year

### **Charges to the 2018-2019 District Council (if applicable)**

- Ensure that the SED Historian is aware of responsibilities
- Evaluate status and effectiveness of Historian committee, if applicable
- Develop a Legacy Project committee to ensure successful implementation for the project and be managed by the SED Historian appointee
- 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,

### **Chair:**

Isabella Mazzei, Eta Lambda, University of Alabama at Birmingham

### **Advisors:**

Michelle Adams (SED Historian)

Isaac Ray Norris (Past SED Vice President of Special Projects)

### **Committee Members:**

Rebecca Strange (proxy), Theta Lambda

Samantha Levine, Iota Nu

Layla Gray, Zeta Beta

Mercedes Pearson, Theta Sigma

Kayla Pratt (proxy), Theta Zeta



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



### Joint Actions Committee Report

#### **Chairs:**

*Thomas Millett, Tau Beta Sigma, Beta Xi, University of Florida*

*Tricia Prevost, Kappa Kappa Psi, Alpha Eta, University of Florida*

#### **Advisors:**

*Lee Commander, TBΣ, Southeast District Counselor, Alpha Omega, Florida State University*

*Tron Hunter, KKΨ, Southeast District Governor, Zeta Eta, South Carolina State University*

#### **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.
- 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.

#### **Charged from Frank Marzen, KKΨ SED President 2017-2018**

- Create a recommendation for how we as a District host Convention
- Investigate possible ideas for a Fall District event, if time allows

#### **Implementation of Charges:**

##### Review the report from the 2017 Joint Actions Committee

- The committee read the report from the 2017 convention and discussed ways to move forward with 2018 business. Review all Convention host bids and present a slate to the joint delegation at the closing Joint Session.
- The committee reviewed four potential locations for the 2019 SED convention. These locations were:
  - The Galt House Hotel in Louisville, KY
  - The Sheraton Birmingham Hotel in Birmingham, AL
  - The Sheraton Atlanta Hotel in Atlanta, GA



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- The Sheraton Imperial Hotel Raleigh-Durham Airport at Research Triangle Park in Durham, NC
- The Committee reviewed these options in detail and selected a location to slate for the 2019 SED Convention.
- The 2018 Joint Actions Committee has chosen to slate the Sheraton Birmingham Hotel in Birmingham, Alabama, for the 2019 SED Convention.

### Assess the process for selecting the host city and host chapters

- The Committee recommended constitutional revisions to the 2018 Jurisdictions Committee which revised the process for selecting host cities and host chapters.
- These amendments create a process in which both host cities and host chapters can submit bids to host the convention. In this capacity, it is possible for a convention to be held at either a convention site or a university campus.

### Discuss ways to improve SED Convention.

- Make it more clear whether an event may be attended by brothers, sisters, candidates, or a mix.

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

- We did have anything to discuss in regards to improving joint relations at SED Convention

### Review the report presented by the Chairs of the 2017-18 Eighth Note Committee

- JAC reviewed the report submitted by the Eighth Note Committee.
- We based our evaluation of the Eighth Note Committee on the report submitted by the Eighth Note Chairs, as well as the experiences of brothers and sisters who have served on the committee.

### Assess the 2017-18 Eighth Note Committee and recommend any changes as necessary

- JAC discussed in detail the reforms that need to be made to the Eighth Note Committee for the publication to be successful.
- It was important for JAC to note that the Eighth Note Committee is a unique and worthwhile way for members of the district to participate in district activities, as well as feature the activities of individual chapters along the way.
- We discussed changing the Eighth Note to an online format, as well as designating more responsibility to committee members.

### Create a recommendation for how we as a District host Convention



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Submitted proposed constitution changes to Jurisdiction to allow for the submittal of host school bids alongside host city bids

### Investigate possible ideas for a Fall District event, if time allows

- Determined that in such a football-heavy district it would not be feasible to host a district event in the fall

### Charges to the 2019 Joint Actions Committee:

- Review the report from the 2018 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 2018-2019 Eighth Note Committee.
- Assess the 2018-2019 Eighth Note Committee and recommend any changes as necessary.
- Assess the funds allocated to the Eighth Note Committee and decide if they were adequate.
- Assess the process for selecting the host city and host chapters.
- 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 2019.

### Charges to the 2018-2019 District Council:

- VPP and VPSP
  - Include in the Eighth Note Application an option for committee applicants to give their preference for their role on the committee.
  - Create the roles of Chairs, Editors, Social Media Liaisons (PR), and Graphic Designers. There should be two of each of these positions, one in Kappa Kappa Psi and one in Tau Beta Sigma.
  - Release the applications for the Eighth Note Committee by June 1st, 2018, and select Committee members by July 1st, 2018.
- Joint Councils
  - Find ways to decrease the use of meeting rooms at the 2019 SED Convention to reduce the costs at convention sites.

### Charges to the District Counselors and Governors:



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



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

### **Charges to the 2018-2019 Eighth Note Committee:**

- Transition from a printed publication to an online format.
- Create a fall version of the Eighth Note that will feature more creative aspects of brotherhood and sisterhood. These can include recipes, puzzles, games, coloring books, and can include different themes. The goal is to make this more of an interactive publication.
- Create ways to incentivise chapters to submit content.

Respectfully submitted,

### ***Committee Chairs:***

Thomas Millett, Tau Beta Sigma, Beta Xi, University of Florida

Tricia Prevost, Kappa Kappa Psi, Alpha Eta, University of Florida

### ***Advisors:***

Lee Commander, Tau Beta Sigma, Alpha Omega, Florida State University

Tron Hunter, Kappa Kappa Psi, Zeta Eta, South Carolina State University

### ***Committee Members:***

Alli Johnson, Tau Beta Sigma, Epsilon Alpha, University of South Carolina

Brittany Sandle, Tau Beta Sigma, Epsilon Chi, South Carolina State University

Savannah Bennett, Tau Beta Sigma, Iota Chi, University of South Florida

Kate Phillips, Kappa Kappa Psi, Kappa Mu, University of Georgia

Jordan Lee, Kappa Kappa Psi, Eta Kappa, Albany State University

Mikayla Thomas, Kappa Kappa Psi, Kappa Zeta, Wake Forest University (Secretary)



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



### 2017-2018 Eighth Note Committee Report

#### **Chairs:**

TBS: Hunter Burchfield, Theta Lambda, Auburn University

KKPsi: Kira Benton, Kappa Tau, University of South Florida

#### **Advisors:**

RJ Gammon –Beta Xi, TBS SED VPSP

Keith Pringle – Eta Sigma, KKPsi SED VPP

#### **Charges to Committee:**

*N/A*

#### **Implementation of Charges:**

What worked?

- Having someone return to the committee
- Having someone proficient in graphic design and Publisher
- Active communication group (FB Messenger/ GroupMe)
- Individual communication with chapters

Needed work?

- Encouraging participation
- Timeline/ Deadlines
- Clear vision
- Being proactive

Evaluation of the Eighth Note

- Transition to something more frequent like a blog or newsletter
- Larger committee than current to add availability and lower workload
- Select committee over summer to utilize in both Fall and Spring
- Utilize a variety of different mediums including district YouTube channel, podcasts, and traditional articles
- Roll a new post/ edition monthly with no real cut-off date (i.e. if the March edition is finalized on March 25th and someone submits on March 26 it could go in April edition rather than not counting at all)



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Contact chapter presidents to get new and fresh material
- Consider printing at least one edition for archives

### **Charges to the 2018-2019 Eighth Note Committee**

- Create an established vision earlier in the semester, including communicating earlier in the academic year and finding more financially sustainable options for publication

Respectfully Submitted,

### ***Committee Chair:***

TBS: Hunter Burchfield, Theta Lambda, Auburn University

KKPsi: Kira Benton, Kappa Tau, University of South Florida

### ***Advisors:***

RJ Gammon –Beta Xi, TBS SED VPSP

Keith Pringle – Eta Sigma, KKPsi SED VPP

### ***Committee Members:***

#### **Tau Beta Sigma:**

Theta Lambda

Beta Xi

Eta Phi

#### **Kappa Kappa Psi:**

Kappa Tau

Iota

Alpha Eta



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



### Jurisdiction Committee Report

#### **Chair:**

Clinetra Rush, Theta Rho, Bethune-Cookman University

#### **Advisors:**

Dr. Kathryn Kelly – Eta Delta, Immediate Past National President

Megan Clarke – Alpha Omega, SED Parliamentarian

#### **2018 Charges to Committee:**

- Review Article 7, section 1 B, to reflect functionality with Kappa Kappa Psi.
- Charge President to have paper copy of constitution to operating manual delegate at start of committees.
- Provide virtual resources to the SED that cover Robert's Rules and parliamentary procedure.

#### **Committee Discussion:**

#### **Proposed Constitutional Changes:**

#### **Original (from SED Constitution):**

##### ***7. The Secretary-Treasurer shall:***

- 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.



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



### Proposed:

- f. The Secretary-Treasurer is responsible for notifying chapters of the Rainy Day fund at the beginning of the fall semester. She or he should continue to promote the Rainy Day fund throughout the duration of their term.
- g. The Secretary-Treasurer shall conduct two fundraisers for the SED during her or his term.
  - 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.

### Rationale:

- This charge would set a more definite fundraising responsibility to the secretary-treasurer: during his or her term, as the current section in the DOM is vague.
- Again as we no longer use a packet we implemented this change to outline when chapters must be notified about the rainy day fund and to promote regular contact between the Secretary-Treasurer and chapters in the SED.

### Original:

#### *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.



# TAU BETA SIGMA

## 2018 SOUTHEAST 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.

### Proposed:

- l. The method of contact shall be at the discretion of the SED Secretary-Treasurer.

### Rationale:

- In order to reflect most recent protocol we chose to omit Article 2, section 7, point L as we no longer use a packet.

### Original:

1. District Leadership Conference
  - a. District Leadership Conference shall be held jointly with Kappa Kappa Psi each year.

### Proposed:

- a. District Leadership Conference shall be held jointly with Kappa Kappa Psi every spring at the discretion of the Vice Presidents of membership pf the southeast district.

### Rationale:

- To match our language with Psi's in this section and make it to where if we wanted to have a special conference instead of DLC we could.

### Original:

#### 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
  - a. 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.

### Proposed:

Article 2. Section 9.

- g. *The Historian shall:*



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- a. Lead the Historian Committee, delegating responsibilities to committee membership.
- b. Correspond with the SED Council President
- c. Photograph all district events
- d. Preserve historical items and traditions for the sake of posterity.
- e. Advise the committee on History and Sisterhood
- f. Create and maintain a new volume of the district scrapbook
- g. Collect picture and scrapbook pages from each chapter throughout the year within the Southeast District
- h. Coordinate the Chapter Scrapbook competition at SED Convention
- i. Work with the Webmaster to update and maintain the historical information available on the website.

### **Rationale:**

- This is to adjust to Historian now being an appointed officer and not on council.

### **Original:**

#### *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.



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



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.

### **Proposed:**

- 6.201 Beginning in the 2018-2019 fiscal year, Southeast District Convention will be placed at a host city or host school.
- 6.202 The Southeast District Councils will accept bids to host the next year's Southeast District Convention from host schools. Bids to host the convention in the following fiscal year must be received at least thirty (30) days prior to the Southeast District Convention of the current fiscal year.
- 6.203 Each bid from host schools 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.
- 6.204 Prior to the beginning of the Southeast District Convention, the Southeast District Councils may determine up to three potential host cities to host the convention for the following fiscal year.
- 6.205 Upon selection of the potential host cities, an event planner may be selected by the district counselors/governors to create an individual bid for each potential host city. Bids for each city must be presented at Southeast District Convention to the Joint Actions Committee of Kappa Kappa Psi and Tau Beta Sigma.
- 6.206 The host is not required to have a current active chapter of Tau Beta Sigma or Kappa Kappa Psi.
- 6.207 The Joint Actions Committee of Kappa Kappa Psi and Tau Beta Sigma will review each individual bid to determine the slate for the host school or city for the following fiscal year.



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



6.208 The slate will be presented to be voted on by the joint delegation at the closing joint session of the Southeast District Convention.

6.209 For conventions occurring at host cities, host chapters will be selected by the Southeast District Councils based on chapter involvement, leadership, and completion of district and national requirements. The respective councils may determine other eligibility factors.

6.210 The host chapter's primary location may differ from the selected host city. Numerous chapters may be selected as hosts for the SED Convention; to be determined by district councils based on chapter's qualifications and the need for assistance.

### **Rationale:**

- We want chapters to have the ability to host at their school if they want to because right now it's only at a host site.

### **Charges to the 2019 Jurisdiction Committee:**

- Review Article 7, section 1 B, to reflect functionality with Kappa Kappa Psi.
- Charge President to have paper copy of constitution to operating manual delegate at start of committees.
- Provide virtual resources to the SED that cover Roberts Rules and parliamentary procedure.

### **Charges to the 2018-2019 Parliamentarian:**

- Provide virtual resources to the SED that cover Robert's Rules and parliamentary procedure.

### **Charges to the 2018-2019 District Council:**

- Charge President to have paper copy of constitution to operating manual for each delegate at start of committees.

Respectfully Submitted,

### ***Committee Chair:***

Clinetra Rush – Theta Rho

### ***Advisors:***

Dr. Kathryn Kelly – Eta Delta, National President

Megan Clarke – Alpha Omega, SED Parliamentarian

### ***Committee Members:***



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



Iota Zeta (Proxy)- Alexis Holley  
Iota Omicron(Proxy)- Cassie Scott  
Gamma Eta (Proxy)- Kira Abelow  
Theta Zeta- Nigeria Ravenel  
Beta Phi Colony- Myriele Neal-Scott

### ***In Attendance:***

Iota Zeta  
Iota Omicron  
Gamma Eta

### **Session One Committee Meeting Attendance:**

Kellie Faly	Alpha Omega
Rebecca Giull	Alpha Omega
Dylan Garcia	Alpha Omega
Maria Theodosakis	Epsilon Theta
Sara Pascall	Theta Rho
Caprinxia Wallace	Theta Rho
Nigeria Ravenel	Theta Zeta
KeAsiah Mdaughlin	Theta Zeta
Alexus Holley	Iota Zeta
Myriele Neal-Scott	Beta Phi (colony)
Nasya Blackwell	Delta Theta (Theta Zeta)
Lauren Glaser	Iota Omicron

### **Session Two Committee Meeting Attendance:**

Kira Abelow	Gamma Eta (rep. by Zeta Psi)
Lauren Glaser	Epsilon Alpha (sitting in for Iota Omicron)
Caprinxia Wallace	Theta Rho
Alexis Ward	Iota Omicron
Alexus Holley	Iota Zeta



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



Paisley Gilmore	Iota Omicron
Cassie Scott	Iota Omicron
Krystal Brockett	Iota Omicron
Alexia Ford	Iota Omicron
Nadia Zaragoza	Epsilon Theta
Grace Kendrick	Epsilon Theta
Maria Theodosakis	Epsilon Theta
Dylan Garcia	Alpha Omega
Rebekah Giuli	Alpha Omega
Kellie Faly	Alpha Omega
Rachel Scanboro	Alpha Omega
Nasya Blackwell	Delta Theta (Theta Zeta)
KeAsiah Mdaughlin	Theta Zeta
Marissa Macweather	Theta Zeta
Nigeria Ravenel	Theta Zeta



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



### Membership Committee Report

#### **Chair:**

Kailyn A. Calloway, Theta Zeta, North Carolina A&T State University

#### **Advisors:**

Katelyn Wysong –Zeta Psi, University of Central Florida

Adrienne Rall– Life Member #2804

#### **Charges to Committee:**

- 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 the effectiveness and implementation of the CMEP committee.

#### **Implementation of Charges:**

- Review the 2017 SED Ways and Means Committee Report
  - Read and review
- Review the expansion and effectiveness of the Membership Resource Database and propose helpful modifications and additions to the Database.
- Do you know about the Membership Resource Database
  - Struggles with finding solid SED history and some national history
    - Want a history of the SED
    - Adrienne – There is a lack of history in some districts, reach out to nationals to help. There are contacts and some information at headquarters.
    - Did Katelyn get specific database questions? Was it helpful? Were there gaps?
      - Struggle is that people don't know it is there or what it holds



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Next VPM needs to revamp and advertise it
  - The names are good, but web design needs to be more foolproof. Folders, feedback, and how-to-do sections may help it more accessible and user-friendly.
- Review the effectiveness of communication between the District and Chapter VPMs and suggest possible ways to improve this communication.
  - Chapter VPM communication between chapter and district
    - People responded within 2 hours
    - Any person on council, reach out and respond that day
    - Very effective answers
- Evaluate the VPM and discuss possible changes or improvements.
  - Current District VPM followed charges effectively
  - VPM establishing the responsibilities of the CMEP committee
  - The VPM should serve as an advisor for CMEP committee
- Evaluate the Virtual Workshops made by the 2017- 2018 SED Council and prepare suggestions for future Virtual Workshops.
  - Council decided not to do them after seeing only four YouTube subscribers. There was not enough interest for the District Council to create them.
  - If there are to be virtual workshops done on a district level, have them to be more interactive and communicated better throughout the district.
- Evaluate the effectiveness and implementation of the CMEP committee.
  - The committee can do more with enhancing the handbook
  - Creating the handbook as a skeleton for what should be implemented for chapters.
  - The relationship the committee will have with the VPM.

### **Charges to the 2019 Committee on Membership:**

- Review the 2018 SED Membership Committee Report
- Review the role of CMEP Committee and progress during the year (which includes documents, handbooks, activities, and etc.).
- Review the VPM and CMEP committee communication and its effectiveness.
- Evaluate the role and ways which the VPM handles business



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Review progress on SED history being implemented by the VPM
- Discuss the Database and the improvements that were made compared to previous concerns and comments.
- Discuss implements of SED History and how the VPM incorporated such information
- Negotiate and discuss the effectiveness and benefits of Virtual Workshops that were made and how they may be improved.

### **Charges to 2018-2019 CMEP Committee**

- To ensure the education of active members throughout the district is being implemented effectively
- Develop and enhance handbooks and documents for chapters within the district can use.
- Work closely with the VPM to insure all information is being delivered in an orderly fashion
- Work closely with VPM in order to not lose information along the way and communicating the SED history
- Create and develop workshops that can be used throughout the district within different chapters

### **Charges to the 2018-2019 Vice President of Membership**

- The VPM should communicate with district webmasters and work to improve navigation of Membership Resources and Database.
- The VPM should continue to use effective means of communication and continue to enhance these methods
- The VPM should serve as an advisor for the CMEP committee
- The VPM should continue to plan and delegate workshops based on necessity
- 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 2018-2019 District Council:**



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Charge the SED Council with communicating with VPM on ways to better the Membership Resources and Database on the district page and to enhance means of communication
  - We charge the District Council to work closely with the webmaster to improve the database: user friendly and more accessible.
  - We further charge the district to utilize the CMEP committee by creating an application for the committee chair and committee members. The VPM will serve on this committee.

Respectfully Submitted,

***Committee Chair:***

Kailyn A. Calloway- Theta Zeta

***Advisors:***

Katelyn Wysong – SED Vice President of Membership

Adrienne Rall – Vice President for Colonization and Membership

***Committee Members:***

Iota Psi

Eta Phi

Zeta Iota

***In Attendance:***

Iota Chi

Iota Xi

Eta Phi

Alpha Omega

Epsilon Theta

Zeta Psi

Theta Zeta

Zeta Tau

Theta Rho

Psi Sigma AA



# TAU BETA SIGMA

2018 SOUTHEAST DISTRICT CONVENTION



Alpha Omega

Epsilon Xi



# TAU BETA SIGMA

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## 2018 SOUTHEAST DISTRICT CONVENTION



### Nominations Committee Report

#### **Chair:**

Shannon Lopez, Zeta Psi, University of Central Florida

#### **Advisors:**

Neil Bleiweiss, Alpha Omega, Chapter Visitation Assistant

Kelsey Reilly – Omega, Southeast District Counselor

#### **Charges to Committee:**

- Review the Nominations Committee report from the 2017 SED Convention.
- 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 2019 Nominations Committee.

#### **Implementation of Charges:**

- Reviewed the Nominations Committee report from the 2017 SED Convention.
- 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 2019 Committee on Nominations:**

- Review the Nominations Committee report from the 2018 SED Convention.
- Interview the candidates running for district office, who has properly turned in a packet properly
- Slate a candidate for each district office, if applicable
- If applicable, create charges for the 2019 Nominations Committee.
- Streamline organization process of interviews of interviews, potential changes to schedule and communication with Nominations Committee Chair

#### **Charges to the 2019 Council:**



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Clearly define and better distribute requirements for running for office and the process of turning in candidate packets to the Nominations Committee Chair

### 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?
- 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?



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- 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:
  - 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?
    - The nominations committee should know what the district's communications methods are.  
Example: Instagram, Facebook Groups, Listservs, Twitter, district Website, etc

Respectfully Submitted,

***Chair:***

Shannon Lopez – Zeta Psi, University of Central Florida

***Advisors:***

Neil Bleiweiss – Alpha Omega, Chapter Visitation Assistant

Kelsey Reilly – Omega, Southeast District Counselor

***Committee Members:***

Mary Barnes – Eta Beta, University of North Alabama

Elizabeth Fusco – Gamma Epsilon, University of Miami

Brittney Jones-Wiley – Iota Phi, Elizabeth City State University

### **2018-2019 Nominations Committee: District Officer Slate**

**SED President:** Do'Nyal Webb

**SED Vice President of Membership:** Nicole Warren

**SED Vice President of Special Projects:** RJ Gammon

**SED Secretary-Treasurer:** Jordan Dean



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



### Programs and Music Support Committee Report

#### **Chair:**

Hunter Burchfield, Theta Lambda, Auburn University

#### **Advisors:**

Erika Pope – Theta Theta, National Vice President of Special Projects

R.J. Gammon – Beta Xi, Southeast District Vice President of Special Projects

#### **Charges to Committee:**

- Review the 2017 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
- 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.
- Review the participation of National Programs and Focus on Five Campaign
- Discuss implantation of new national programs, Coda and 4Gr8rPractice

#### **Implementation of Charges:**

- Review the 2017 SED Programs and Music Support Committee Report and Charges
  - Read and review
- Evaluate concerto competition: if there are not more than 5 submissions, consider a different SED service project
  - There were six submissions this year, including the addition of visual submissions
  - Consider transitioning to a “Music Showcase,” allowing for multiple winners to play during convention as well as group submissions
    - This could fill times such as registration, transitions, and before banquet
- Review the report presented by the Chairs of the 2017-18 Eighth Note Committee.
  - Read and discussed
- Assess the 2017-18 Eighth Note Committee and recommend any changes as necessary.



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Transition to a shorter, but more frequent online district publication
  - This would allow for more variety in submissions, such as videos or artwork
- Consider expanding committee size to allow for more flexibility
  - Select over summer to serve the district year-round
- Review the participation of National Programs and Focus on Five Campaign
  - Determined ways to reach chapters and increase participation
    - This includes earlier reminders on details and deadlines, as well as possible VPSP video chats to chapters
  - Discussed utilizing Conduct Us as a year-round opportunity for District lyre piece
    - Discussed establishing more specifics and a clear way to reach the community
- Discuss implantation of new national programs, Coda and 4Gr8rPractice
  - Focused on details of both programs and ways to implement them in our chapters
    - For Coda, this can include small performances for the elderly in local retirement communities
    - Continue evaluating For Greater Practice throughout this year
- Reviewing and determining whether the timeline was effective; consider submitting to Jurisdiction committee for review, adding to District Operations Manual/Constitution
  - Read and reviewed
  - Revised in separate document

### **Charges to the 2019 Committee on Programs and Music Support:**

- Review the 2018 SED Programs and Music Support Committee Report
- Evaluate the progress made with For Greater Bands and ways to utilize it for the District
- Evaluate the progress of the Eighth Note, including the content, format, and committee details.
- Review the timeline and consider submitting final timeline to District Operations Manual
- Generate new ideas for district-wide service projects

### **Charges to the 2018-2019 VPSP:**

- Consider implementing a service bank for district access and continue a service discussion forum for service liaisons
- Promote SED Focus on Five progress updates either through more graphics or a spreadsheet
- Utilize the timeline updated by the Programs and Music Support Committee



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Inquire reforming Concerto competition and establishing Conduct Us as a year-round program
- Advertise requirements and deadlines earlier and with more details

Respectfully Submitted,

***Committee Chair:***

Hunter Burchfield – Theta Lambda

***Advisors:***

Erika Pope – Theta Theta, National VPSP

R.J. Gammon – Beta Xi, Southeast District VPSP

***Committee Members:***

Emma Fell, Epsilon Xi

Kayla Jordan, Eta Xi

Mariah McClendon, Epsilon Lambda

Johnny Chadwick, Epsilon Theta (proxy for Theta Nu)

***In Attendance:***

Alpha Omega

Epsilon Theta

Eta Xi

Zeta Tau

Theta Zeta

Theta Rho



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



### 2018-2019 VPSP TIMELINE

June 1st – Focus on Five completed for 2017-2018

- Send Shells Jr. or Eighth Note announcement to chapters that completed all parts of Focus on Five

Mid-June (15th): Application/ Information for Eighth Note Committee

July 1st – Contact person from each chapter responsible for service

August 1st – Eighth Note Committee decided

August 28th – Introductory Eighth Note determined

- Promote Service suggestions and ways to reach community

Mid-August (15th)- Announce Service in Music requirements

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

Mid November (15th) – Service in Music month log submission due from chapters on Google Drive and send out Concerto competition application information

February 1st – Concerto competition submissions due

- Send Shells Jr. or Eighth Note announcement for chapters who submit

February – DLC service project

- Consider Service round table at DLC
  - Send Shells Jr. or Eighth Note announcement to chapter that has the highest DLC attendance

March 1st – Announce Concerto competition winner

Late March/early April- SED Convention!



# TAU BETA SIGMA

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## 2018 SOUTHEAST DISTRICT CONVENTION



### Ways and Means Committee Report

#### **Chair:**

Sabrina Bousbar, Alpha Omega, The Florida State University

#### **Advisors:**

Taylor Posey, Iota Phi, Elizabeth City State University

Carolyn McCambridge, Alpha Xi, Bowling Green State University

#### **Charges to Committee:**

- 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
- Discuss removal of scrapbook line in the budget and allowing those funds to serve in miscellaneous

#### **Implementation of Charges:**

- Review the 2017 SED Ways and Means Committee Report
  - Read and Reviewed
- Review the role of Secretary-Treasurer and discuss future requirements of the office
  - Discussed the role of Secretary-Treasurer and the Rainy Day fundraiser.
  - Considered combining both SHELLS and Eighth Note and combine the two documents together.
  - Discussed the Secretary Treasurer creating a sheet for all of the contact information of chapter presidents, treasurers, or fundraiser chairs.
  - The Secretary Treasurer should be required to have at least one fundraiser event completed each semester, sent to Jurisdiction.
  - The Secretary Treasurer should also send out reminders of Rainy Day Fundraiser prior to the convention, sent to Jurisdiction.



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Discuss the means of fundraising by the 2017-2018 SED Council, and assess their performance and possible ideas for improvement
  - All Fundraisers need to be publicized more to the District.
  - Connect with the Chapter Treasurers to help share resources for an established way of fundraising for their Chapter first and then for the Southeast District.
- Review the effectiveness of the district fundraising database, and its marketing to the District
  - The committee discussed changing the current platforms we use for fundraising, such as Facebook and GroupMe.
  - Discussed the consideration of other databases such as Slack, Asana, and Remind 101.
  - Recommended ensuring that all active chapters are on the database making the effectiveness of marketing to the district more attainable.
- Assess and discuss the use of funds allocated by the 2017-2018 District Council
  - Discussed the use of funds
- Review the 2018-2019 budget
  - Reviewed the budget offered by the Secretary and suggested edits to our budget. The allocations were disbursed to other lines that the Committee deemed best.
- Discuss removal of scrapbook line in the budget and allowing those funds to serve in miscellaneous
  - We reviewed the removal and decided to strike the line for scrapbooks to miscellaneous for the proposed 2018-2019 budget.

### **Charges to the 2019 Committee on Ways and Means:**

- Review the 2018 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 Jurisdiction should implement this into the Southeast District Constitution
- Discuss the means of fundraising by the 2018-2019 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
- Discuss proposed changes to the Rainy Day Fund presented by 2018-2019 Secretary-Treasurer



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- Assess and discuss the use of funds allocated by the 2018-2019 District Council
- Review the proposed 2019-2020 budget

### **Charges to the 2018-2019 Secretary-Treasurer:**

- Charge 2018-2019 SED Secretary-Treasurer with continuing district-wide fundraisers
- Charge 2018-2019 SED Secretary-Treasurer with continuing district fundraising database
- Charge 2018-2019 SED Secretary-Treasurer to improve publicity and communication of district fundraisers and events to chapters of the district
- Charge 2018-2019 SED Secretary-Treasurer to use a google form to create the database of contacts and encouraging the use of Slack, Facebook, Remind101, or whatever application the secretary treasurer deems fit.
- Charge 2018-2019 SED Secretary-Treasurer to have the budget be viewed on the google excel to the district, have it on the website or accessible place
- Charge 2018-2019 SED Secretary-Treasurer to have at least one fundraiser and information for the Rainy Day Fundraiser announced by the opening of the 2019 SED Convention Registration, the officer shall send out reminders prior to the 2019 SED Convention.

### **Charges to the 2018-2019 District Council:**

- Charge 2018-2019 District Council to look into Slack to help communication throughout the SED
- Charge 2018-2019 District Council to help Chapters have set fundraisers to help benefit their Chapter and the future of SED.
- Charge 2018-2019 District Council to improve communication between the council and chapters of the district on fundraiser events.

Respectfully Submitted,

#### ***Chair:***

Sabrina Bousbar – Alpha Omega, The Florida State University

#### ***Advisors:***

Taylor Posey – Iota Phi, Elizabeth City State University



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



Carolyn McCambridge – Alpha Xi, Bowling Green State University

### *Committee Members:*

Epsilon Theta

Eta Omicron = Eta Lambda

Zeta Tau = Theta Rho

Theta Upsilon

Iota Mu = Eta Phi

### *In Attendance*

N/A

### 2018-2019 Approved Budget

2018-2019		
<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



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



220	VPM	\$400.00
330	VPSP	\$400.00
440	Sec/Treas	\$400.00
111	Parliamentarian	\$125.00
331	Historian	\$125.00
333	Special Projects Fund	\$250.00
334	Eighth Note Fund	\$25.00
441	Copies and Postage	\$50.00
442	Fundraisers	\$750.00
443	Convention Awards	\$550.00
550	District Convention (Council)	\$750.00
551	Winter Council	\$750.00
552	Summer Council	\$750.00
553	National Convention	\$85.00
660	Miscellaneous	\$800.00
	Total	\$6,710.00
<i>Rainy Day Fund</i>		
444	Initial Balance	\$1,000.00
444	Donations	\$500.00
444	Expenses	\$1,500.00
	Total	\$0.00
	<b>Balance Carried Forward</b>	\$0.00



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



### OFFICER REPORTS

#### **President: Do’Nyal Webb**

Sisters of the Southeast District,

I never imagined myself as district president when I became a sister. Now here we are, almost 3 years since my initiation and what an honor it has been to serve as your president. I have learned so much about this sisterhood and myself through this position and it has been one heck of a year.

We left the 2017 Southeast District Convention at USF and slept off the convention hangover. I actually made it late to our first council call as I snoozed in the tub. Regardless, we hit the ground running. Our first hurdle was the Chapter Summary Report. We did amazing with this! We had around 92% of chapters submit on time. After we got through chapter summary reports, we appointed our district parliamentarian and historian. In the coming months, we would have Kelsey Reilly join us as counselor and make us whole. From there, we started to prepare for National Convention in Orlando, FL.

Katelyn, RJ, Taylor, and I arrived at National DLC before National Convention. We had such an amazing opportunity at NLC to work with the national council and meet the other district leaders. We defined our goals and began preparing for SED! (This is where I started cooking up the ideas for pep band as we did it at NatCon.) Once convention began, we got to enjoy amazing workshops, National Intercollegiate Band, and I got to experience the tradition of spiking the pineapple with Lauren *and* Kelsey!

With a full charge on TBS and new National Council, we went in to the school year ready to tackle Chapter Personnel Report deadlines. Hurricane Irma would try and stop us, but the SED held strong. We pushed for Operation 100% on paper work and fell short with 83% on time completion for the CPR. However, the semester continued, and we prepared and planned for SED, DLC, and the Focus on Five campaign. We launched our remind 101 and introduced Vivian El-Salway and Destiny Clark as our social media team! Frank, the KKPsi president, and I worked closely with our councils as we prepared our convention plan before December 1st.

The council came together again in January at Winter Council here in Charleston. We created new awards based on our TBS mission and presented at banquet, Taylor created the penny wars, pineapple pins, profit share, and got SJ ready for his debut; RJ also drafted up ideas for the donation drive and drumline performance all while working to prepare 8th note and Katelyn got her CMEP Committee underway to release the new handbook. We then had meetings where we made game plans to finish out our terms strong! Next stop for many of us was DLC and MER. Katelyn, Brianna (KKPsi VPM), and epsilon theta did a fantastic job! I



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



hope you all enjoyed DLC and the addition of MER. From conducting in the fountain to seeing all the leadership and inspiration, I have never been so excited leaving a DLC.

We pressed ahead to convention. We added Savannah Bennett to the social media team. I spoke with Erika and Adrienne about combining the auxiliary clinic for an awesome performance with pep band. We utilized more technology in workshops this convention and continued to communicate our efforts toward having resources. I also worked on completing my pathway to excellence, a resource for chapters to use as a checklist. I finished these last few months of planning until now. It has been a crazy and beautiful experience that I wouldn't trade for anything else. The support of the national leadership, counselors, council, host chapters, and all of you have made this convention possible and I look forward to continuing to see the Southeast District grow.

I have a few thank you's for making this year great one:

- A. To the council (aka Kevin) - I am so proud of all the work we have accomplished together. You all are greater than any cookie I could breathe in and I'm so happy to call you all my friends.
- B. To the Social Media Team - My Media gurus. Thank you for every graphic, post, design, update, and anything ever. Destiny, Savannah, and Viv, you guys are a major part of my success and I wouldn't be able to accomplish many of my goals if it wasn't for you all.
- C. Meagan and Michelle - Thank you for your service to the council. I enjoyed our time on council together and I look forward to where life takes you both.
- D. Taylor - You have more sass than me, and I love it. Thank you for serving the district and being a voice for your chapter. I'm so proud of you.
- E. RJ - Thank you for being amazing. You're too perfect of a beanie and I just want to be you when I grow up. For real, you're gonna take the district and Beta Xi places.
- F. Katelyn - We have way too many insiders to count, but I'm glad to call you my pub sub queen and best friend. From endless bubbles brunch to stressed phone calls, I am lucky to have you. Your service to the southeast has been amazing and I am so proud of you.
- G. Lee - You've kept me on toes. You have seen me start as a MOTS crazed MC to now District President. I have grown in so many ways as leader because of you and I am so grateful for you.
- H. Kelsey - I never knew what to expect when I met you last year. After a year, I can say you have been a guide, leader, friend, and inspiration. Thank you for everything and I can't wait to see what you do.



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- I. To Epsilon Alpha - Thank you guys for rocking it this year as host chapter! Frank, I, and the entire SED couldn't have done this without you all.
- J. To Alpha Omega - Thank you for being my home away from home. My journey in the bond would be nothing if it weren't for the love you all surrounded me with when I met AO in 2015. You taught me to hold my head high, to serve and sing with passion, and so much more. I'm eternally grateful.
- K. To Iota Psi, Zeta Psi, Iota Chi, Beta Xi and Epsilon Xi - thank you for letting me visit your chapters. To all of you that have become my friends, I can't express how much I cherish all of you. Thank you for letting me be your queen, mom, dad, friend, streak, president, and more importantly, your sister. And amber, you will always be one of my best friends
- L. To Theta Lambda – Thank you again for letting me call Theta Lambda home. For accepting me, as me; and believing in me. Audra- thank you for being the big sister I never had growing up, Hunter- my queen, for being my greatest friend ever, and Tyra- for being my loving little that I was able to pass a crown too, and Lauren- for being the greatest of great grand bigs and supporting me.

Finally, to the SED, thank you for allowing me to be your president. You have challenged me to grow *and* push the district to as well. Thank you for giving me the chance to be on this path and I look forward to seeing growth and the strength, excellence, and diversity that is SED.

Respectfully Submitted,

Do'Nyal Webb



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### Vice President of Membership: Katelyn Wysong

Sisters of the Southeast District,

What a journey it has been! Tau Beta Sigma has been such an immense part of my life for the past 4 years and I couldn't imagine ever being without it. I would like to say thank you to the Southeast district for giving me the opportunity to serve you as VPM. I am honored to have been able to represent us in so many ways during my term! Here is a few of the memories & accomplishments we have made as a district this year:

District Leadership Conference was hosted at Georgia Tech in February and was such a rewarding experience. We had record breaking attendance & added a lot of new elements that were a great success. To name a few:

- Offered twice as many workshops than in the past giving attendees more choice in their experience
- Implemented virtual programs to save paper and embrace the host chapters' tech background
- Live-streamed & archived as many workshops as possible so that chapters who couldn't make it could also learn & grow with us

Shout-out to Avery and Alyssa, our host chapter representatives for reeling in our ridiculous ideas, letting us spontaneously visit you and putting up with our messages at all hours of the day. I'm so lucky to have gotten to know you! To Nathan & Jason, thank you for dealing with all of my confusion with technology & helping our ideas come to life. And lastly, thank you to Epsilon Theta for all of your hard work throughout this conference. You were phenomenal hosts & I am glad to call you my sisters and my friends.

We also hosted a Membership Education Retreat for the first time in the SED! Combined with DLC this year, it gave us a chance to discuss membership in detail with more sisters at one time than ever before. I can't wait for the day MER is an event of its own!

The CMEP Committee accomplished all it set out to do and helped us make strides towards improving Continuing Membership Education for our district. If you haven't seen it already, check out our CMEP Handbook on the SED website! To my committee, Thomas, Jonas, Johnnae, and Emma thank you for helping me accomplish one of my biggest goals of office. You are all amazing sisters with such a passion for TBS & I am so excited to watch you grow in this district & in your chapters.

And lastly, a few more thank you's:

- Zeta Psi, you are my home. Joining this chapter was the best decision I made in my college career and I can never express how much you mean to me. Thank you for your constant faith in my abilities and for always encouraging me to reach for the stars.
- To Barbara Kelly Hursey, BK, our chapter sponsor: What an honor it is to know you & call you my sister. You are a constant reminder of all I hope to be in TBS. Thank you for all of your love, support & guidance over the years.
- Kelsey & Lee, your dedication to this district is unparalleled. I am so happy to have worked with you this year & know that you will always care so much for each and every one of us. If you ever need a pick me up, an impromptu Kelsey & Lee Appreciation Day is just a phone call away!

To the 2017 – 2018 council, where do I even begin! You mean so much to me. I have never met a more passionate group of people and am honored to have shared this journey, lazy river sessions, late night crafting, coffee runs and all of our other adventures with you.



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- Meagan & Michelle, thank you for your unwavering love & support. I'm happy to share my chicken nuggets with you any day! 50 & counting...
- Taylor, being your friend is such a pleasure. Thank you for always being the down-to-earth perspective that this council often needed. I hope that whenever you crave a Pub Sub you think of us! I love our little STOM, Dolphin, Jungle Exclusive, Manatee family!
- RJ, your dedication to service & TBS is such an inspiration. You have so much love for this organization and I can't wait to see you accomplish amazing things in the future. Thank you for all the memes & endless laughs!
- Do'Nyal, I have so much to thank you for, but I will save you from the tears...for now. I knew we would be great friends as soon as we were elected. We walked off stage and you asked me not 10 minutes later if it was too early to start the new council group chat. I never could have imagined the amazing friendship that blossomed from that day. I can never thank you enough for your support during all of my challenges this year. You truly embody all that TBS should be.

Here's to forever friendships with all of you.

And lastly, to the Southeast District: As the next year begins, always remember that you have a home wherever you go. Your sisters will always be there to lift you up and be the best support system you could ever need. I hope that you find as much love and friendship through TBS as I have over the years. As you grow in Tau Beta Sigma, I encourage you to share all you learn with your sisters & brothers. Be the mentor you always admired for your candidates and the leader you always wanted to be for your chapter. The future of Tau Beta Sigma is in your hands.

Thank you for all the memories Southeast District.

MOTS of love,

Katelyn Wysong, Zeta Psi Life Member

*Southeast District Vice President of Membership 2017 – 2018*



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### Vice President of Special Projects: RJ Gammon

To the sisters of the Southeast District,

First of all, I want to say I am so proud of all the work that we have done as a district. When it comes to Focus on Five and National Programs, we have made improvements in every aspect. From nearly 100% in the Black Stripe to some great projects in Coda's inaugural year, we as the SED has put us on a positive trajectory when it comes to programs. I worked to make sure you all were as informed as possible about our different programs, but it was you all who did the work. By attending this convention, we even have a couple chapters complete Focus on Five for this year. Also, I would be remiss if I didn't give a shout-out to the Theta Zeta Chapter for being the first chapter in the **nation** to accomplishing every aspect of Focus on Five that was possible at the time. Don't worry though, the final deadlines for Focus on Five aren't until June 1<sup>st</sup>, so you still have time to complete as much as you can!

Our successes and achievements don't just apply to national programs though, we also had more participants and submissions in all three of our District Programs: The Eighth Note, the Concerto Competition, and Service in Music Month. This year, I worked to make sure we were setting our chapters up for success by making our projects more feasible. As a result, nearly half of our district has achieved the District Lyre Piece. The best part about our district programs is it gives you all the opportunity to showcase the work you all do. I was blown away by all the different projects you performed for Service in Music Month, and I hope you all enjoyed the choice of projects. You'll also see the winner of the Concert Competition tonight at banquet, and this year's Eighth Note features a variety of content from around the district. Check it out on the website! We've also instituted a new set of awards to further showcase all the great work we are doing as a district.

Speaking of The Eighth Note Committee, man, you guys are a time. I'll be the first to admit, I am probably not the best person to be put in charge of a publication. I'm an engineer, not a writer or journalist. Thankfully though, you all worked tirelessly to get submissions and put a great publication together. Our late-night meetings were always a lot of fun, and So a big thank you to Hunter, Ryn, and Karina on the sister side, and Kira, Blake, and Libby on the brother side.

Some other quick thank yous: thank you to Erika for being great to work with. Thank you to the district council, whenever we're together, it's always a crazy time. Special thanks to Katelyn and Michelle for being my road trip partners, we'll always have Stuckey's. Also thanks to Do'Nyal for thinking Sujaya was secret code and not a person, and not drowning in the bath tub. Thank you to the Beta Xi Chapter for being your support and constant hard work, and thank you to you, the Southeast District for working so hard.



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As I close out this officer report, I want to encourage you all to find new ways to serve your bands, universities, and communities. By engaging and working with the public, you're promoting the image of the band, cultivating more people who will serve and support the band in addition to the next generation of musicians. We perform our service to help make sure our music and traditions continue to live on, even after we're gone, and our bands wouldn't be what they are without us. For next year, I encourage you all to aim to accomplish at least one more aspect of Focus on Five than this past year because it is this shared service and sisterhood across the nation that binds us all together. As individual chapters we're great, but together as a district, we are even greater.

Sincerely,

RJ Gammon

District Vice President of Special Projects

2017 – 2018



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### Secretary-Treasurer: Taylor Posey

Brothers and Sisters of the Southeast District,

I would like to say how much of an honor it has been this past year to serve as your 2017-2018 District Secretary-Treasurer. I would also like to thank the Southeast District and my chapter, Iota Phi for believing in me to fulfill this position as THE first ever Secretary-Treasurer for the SED. Being from a small chapter in a such a large sorority, it can tend to feel like I don't have a place or like a difference can't be made. Life has a tendency to knock you down when you feel yourself climbing high up the ladder

This past year has definitely been a learning experience to say the least. From losing my source of transportation at National Convention to finding out I'm not graduating in May to having my chapter on probation to starting my own business and to finally making it here in this very spot to give you my Officer Report. I give all the glory to God for the strength He gave me.

It seems like just yesterday, I was riding on a train from Miami to Orlando so excited to see what my first National Convention had in store. Little did I know, my whole world would turn upside down. National Convention opened my eyes to so much more in ITB as a whole. I went after being in office for four months and not knowing a single thing but how to fill out a requisition. I ended up meeting amazing people from all over the country in leadership positions and connecting with the National Council on a personal level. The workshops were enriching and the committees I served on were key in helping me in the position I am in now and after graduation.

Coming from a small chapter that suffered from theft and low membership, I had preplanned ideas as to how I could help the sorority as a whole....but that didn't quite happen as easy. Throughout this year, I have been keeping SHELLS updated and finding new fundraisers to implement the growth of the district. Within this last semester, I have added the SED Penny Wars which kicked off at DLC, pineapple pin sales, t-shirt sales, and our new SHELLS Junior. From DLC, the Penny Wars raised \$62.30, pineapple pins raised \$188, and t-shirts \$35. Also in bringing in SHELLS Junior, I am hoping to promote chapter interaction amongst the states and build a stronger bond of sisterhood.

As previously stated it has been a pleasure to serve you all this year but like most great things this must come to an end. I'll be ending after a few shout outs:

RJ, the juice master himself. I can't wait until five years from now when you're on the news announcing your cure for world hunger.

Katelyn, beautiful, beautiful soul. Please never change who you are. You are such a blessing to be around.



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Do'Nyal, the queen herself, queenie if you will. Thank you for always being there for me whether I needed a "get yourself together" talk or just a session to vent. Thank you for also being a great role model as president of the district.

Lee, when you write your book don't forget that chapter two is mine to write!

Kelsey, thank you for being that voice of reason and shoulder to cry on. Thank you for taking me in.

Lastly, to the home team Iota Phi, I pray that you all always keep your heads up, work hard, never take no for an answer and always stay true to being Pettttttttyyyyyyyy Iota Phi ike!

Thank you,

Taylor Posey

2017-2018 Southeast District Secretary-Treasurer



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### Parliamentarian: Meagan Clark

Sisters of the Southeast District,

I cannot believe my time serving as your district parliamentarian has come to a close. This year on council has brought me so much joy that I can only credit to my fellow council members, and our amazing district. Kicking off my term this summer at NatCon was an opportunity I'll never forget. Getting to meet so many of you, as well as sisters from all over, and to elect new national officers was an incredible way to hit the ground running. This year I focused my energy on trying to formulate a virtual workshop series on Robert's rules, planning my workshop for DLC, and of course preparing for SED.

This DLC was actually my first one. I was absolutely in awe at the talent, and raw leadership we have in the southeast district within Tau Beta Sigma, as well as Kappa Kappa Psi. Katelyn and Brianna did an absolutely incredible job organizing this conference, and that they set a precedent for how productive DLC can be. I was able to present a workshop focusing on tactics to make the district and national constitutions a more available resource in your home chapters. I was so blown away by the enthusiasm and energy that was expressed in this workshop from the sisters and brothers of the SED, and I'm grateful for the chance to have worked with all who attended.

This year at SED my committee and I worked closely with the jurisdiction committee of Kappa Kappa Psi to amend items in our constitution to more clearly define DLC. These groups also worked with the joint actions committee to amend items regarding SED convention site selection and host chapters. Ultimately the greatest accomplishment in all of this is that our language now coincides with Kappa Kappa Psi's regarding joint affairs.

Reflecting on this year has made me feel so many things, but mostly an overwhelming feeling of gratitude for the opportunities and people this position brought into my life. So with that being said I have a few thank you's:

To Kelsey: Although you low-key intimidated me first meeting you, I must say that I'm so thankful to have been under your counsel this year. You have such a calming energy, and always are more than willing to help. I appreciate you and all of your advice this year so much.

To Lee: I'm very honored to call you my sister, but even more so my sister in Alpha omega. I have looked up to you from the moment I met you, and I genuinely mean that. Thank you for all of your knowledge, for all the laughs, and all the lessons. It's been an honor to work with you at this capacity.



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To Michelle: I am so glad to have met you. You have such a kind and giving heart that I have watched share with so many of your sisters. Thank you for all the smiles, hugs, for sharing a bed, and your heart with me this year. I'm so glad to have had you on this journey with me.

To Taylor: You impress me so much. Not only are you intelligent, and driven, but you are so kind and a joy to be around. You absolutely rocked your position this year and I'm so glad to have gotten to know you. I hope our relationship in TBS continues to grow more and more with time.

To Rj: My favorite gator. I think you're so cool. You embody so many qualities that I wish I had. You have so much energy for TBS that it carries to those around you. Your ideas and passion in your term as VPSP have inspired so many, and I'm truly delighted to watch round 2. I am so thankful to say that I will definitely be seeing you around.

To Katelyn: An angel from above. Thank you for always accepting me for who I am. I felt an instant friendship with you that I do not take for granted. I admire your drive, and your spirit so much. You did an incredible job this year as VPM. I also need you to know I think about your workshop from DLC often. You rocked it. You rocked it all. I know that we will have more adventures beyond council and I honestly can't wait.

To Do'Nyal: I remember meeting you at my first SED in Athens and you immediately made an impression on me. Who knew where we would end up. You have given me so much comfort in my time as a sister. I have cried with you, confided in you, and have grown to love you so much. Your friendship is one that I hope to never lose. I hope you never forget how incredible you are. You take on so much for everyone all the time. You selflessly serve your sisters and embody all that the SED stands for. A true wonder woman. I am so eager to watch your second term. No one deserves it more than you.

To Stephen Burt: My honorary little sister, my friend. You inspired me way back when to serve my district at a higher level. Your true passion for TBS is absolutely unparalleled. You have inspired me and lit my fire for tau beta sigma and the southeast district countless times. I cannot thank you enough.

To Sarah Davis and Allison: mom and grandma, thank you for paving the way before me and setting a standard for me to follow. I truly would not be anywhere that I am without you. I'm so excited to be in the DHB club WITH YOU.

To Anna and Stephanie: thank you my sweet little sisters for believing in me in the hours I couldn't believe for myself. You I get me though, you make me better, and I owe so much to you both.

To alpha omega: I will forever be grateful to call you my home chapter. You are a group of men and women that push me to be better each and every day. Thank you for all of your support and love. Thank you for



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your presence in the SED. It's an honor to be your sister and I love you so much. For here I know I've found my home.

And finally, to the southeast district: I couldn't imagine a greater group of sisters, or luckier band programs than yours. The passion in this district is unreal and I charge you to continue the traditions of strength, excellence, and diversity in our district. I know you will. When I reflect on my time as parliamentarian YOU are what everything worthwhile. From answering your questions, to forming so many new relationships with you, it has truly been a blessing. While I am sad my term is ending I am so grateful to be sister of the southeast. It is an honor to be selected to serve you.

Respectfully submitted,

Meagan Clark

Southeast District Parliamentarian

2017-2018



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### Historian: Michelle Adams

To My Sisters of the Southeast District,

Firstly, I would like to thank the 2017-2018 elected council for appointing me to this position. I can't believe the year is already over. At the beginning of the summer, I was eager and excited to serve the district and immediately started posting Founders' Day messages in the SED Facebook group. Towards the end of summer, my chapter, Zeta Psi, had the privilege of hosting National Convention in Orlando, and that was truly an experience I will never forget. Electing new national officers, having dance parties in between with Shells, and attending incredible workshops with my sisters from all over the nation will be a week I will never forget. This year, much of my work on the Facebook group was taken over by an incredible new group of people: our social media managers, Destiny and Viv who have worked with the chapter birthdays, as well as bringing a spotlight to chapters throughout our district.

In January, driving up to Charleston for the first time with RJ and Katelyn as my road trip buddies was such a fun time, singing along to 80's songs on the radio, and talking about the rest of the goals we had for the year. I remember being anxious looking around the convention site, quickly realizing that SEDC was just around the corner. Regardless, we all made the best of our time and got our business taken care of and prepared for the convention season ahead. The month after, not only was I able to attend DLC for the first time, but I gave a workshop about the best ways to preserve your chapter's history, whether it be in the means of a physical scrapbook, or a digital one. I was able to attend Katelyn's hour-long workshop and will continuously be amazed by how articulate and incredible she is. DLC and MER were planned with much love and respect to our district and can't begin to talk about how great Brianna and Katelyn did to bring it all together. Now about two months later, I'm back in a car with RJ and Katelyn, heading back to Charleston, excited and also anxious that our time serving the district is almost at an end. It has been an incredible journey, and I am so proud of the History and Sisterhood committee for everything we've accomplished. We will now have a Historian team, making it more efficient to serve the district. Upon writing this Officer Report, I regret not being able to dedicate more time to the position but am honored and filled with emotion to have been given the opportunity to serve as your 2017-2018 District Historian.

On that note, I'll try to make these thank-you's short and sweet. First, I'd like to thank Taylor for always radiating positivity, and pushing me to not dwell on the negatives. To RJ, I can't believe I watched you get initiated at Beta Xi, and watched you be elected to a second term as District VPSP. Your leadership skills are immense, and I honestly don't know how you have the time. You are such an amazing friend, and always know how to make me laugh. I'll treasure our Stuckey's pit stops, and the M & M's that are still on the floor of my



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car. To Do’Nyal, Austin and my third wheel. Your presence will immediately fill a room with joy, and your dedication to the SED is unmatched. I will always appreciate you literally being a shoulder to cry on, and for giving me some of the best advice. To Katelyn, I can’t believe we were able to be on this journey together. You watched me cross, have been an incredible inspiration to me throughout my time as an active sister. You have helped me learn to doubt myself less, and understand that life is not always easy, but worth it. Your work as SED VPM this year was incredible, and I am so proud of everything you’ve accomplished. I’ll always cherish the memories we’ve made together, from our bio to wetting your beauty blender out of the car window. To Meagan, I’m just going to say: we did that. I’m so glad we were able to work together this year and create such an incredible friendship. You are one of the most caring people I have ever met, and you are so selfless. Thank you for always being there for me when I didn’t have the motivation or the energy to keep going. You always know what to say, and I wish we had more time together. It’s incredible how similar we are, and even though our time on council has ended, we’ll still have this friendship.

I would like to finish this report with thanking the District for allowing me to have this opportunity. This year has been such an incredible honor and humbling experience, and I am so thankful to have been a part of such an extraordinary council. I am grateful to have made so many new friends within the Southeast District, and I can’t wait to see what amazing things come from the SED.

Respectfully submitted,

Michelle Adams

Southeast District Historian 2017-2018

ΔHB 2018-Present



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### Counselor: Lee Commander

Dear Members of the Southeast District:

Yet another year has gone by and I continue to become more and more impressed by you. This year, our district has continued to showcase their talents and their vision for forward-momentum.

At the end of last year I challenged you to work towards completing more National Programs, I challenged you to complete paperwork and strive to be the top chapter in the state. As I reflect back on the year, I can clearly see that many of you have chosen to accept this challenge.

I have been able to watch chapters work towards better attendance, look around this room – there are more people here on time than we have seen in quite some time. Every time I open my computer I see more and more people working on their Focus on Five initiatives. I see people looking outside of the box to find to new ways to showcase their talents and showoff the incredible things happening in their chapter. In short – I see growth.

I am confident that a large amount of this growth is due to the arrival of our newest counselor – Kelsey. Kelsey has truly been an asset to our district. Many of you have had a chapter visit from her and a large amount have been able to work with her as she helps work through chapter issues or other personal chapter issues. Either way, on this year of growth I think it is easy to say that Kelsey is definitely a keeper!

As I wrap up my fourth year as a counselor I am so inspired by what this district is doing, I am excited to see the future and cannot wait to see what happens at the end of year six!

To the outgoing council: You should know that I notice the work you do. I have seen the hours you have put in. I know that feeling of exhaustion and frustration when you just don't know what to do. I also know, you should be proud. You have led this district to some of the most successful years we have seen in a long time. You all are tremendous leaders and will go on to be incredibly talented in whatever direction you choose to take with life.

Thank you Southeast District for showing just what you are capable of. Thank you for being the most welcoming, deserving, talented district I have ever known!

Respectfully submitted,

Lee Commander

Southeast District Counselor



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### Counselor: Kelsey Reilly

Sisters of the Southeast District,

As you may or may not know, I stepped into this role shortly after your 2017 Convention in Tampa. It was a decision I didn't take lightly, as I never considered I'd be ready to take on such responsibility, so when the opportunity presented itself, I thought long and hard about the things I could offer to the District. Since moving to the SED in 2012, I became a colony advisor, which was a huge learning opportunity for me. I learned a lot about what I didn't know about the District and failed forward.

I want to resonate on the phrase for a second. What exactly do I mean by failing forward? Our National President, Jonathan Markowski, told me as I lamented my "failure" at my first time trying auxiliary clinic at NED this year, that no one saw me failing, they saw me *learning*. That struck a chord with me because it's true. I wasn't failing. No one fails. They *learn*. Since stepping into the role of Chapter Visitation Assistant in 2015, I had the pleasure of visiting 8 Chapters in this District. I got to see people *learning*. I got to see my fellow Sisters learn how to navigate their place in their Chapters, this District, and ultimately on a National level. I had several discussions ranging from how to get you to be a Chapter Leadership Finalist, to how do you make changes to your constitution, to how to you tell someone nicely you don't agree with their ideas. All of these things gave me insight to your District, and how together, we can fail forward. And that's what I took with me into my role as a Counselor. While it's clear more Chapters than ever have found their place in National Program Participation, it's been an absolute honor and pleasure to get to see all of you moving, improving, a grooving with the District to be recognized as the true pillars of Strength, Excellence, and Diversity that you are.

- To the council. Thank you for being my first. I didn't know exactly what to expect but boy did you make my job easy.
- Meghan and Michelle, we've learned a lot from you about how your positions truly impact our District, and how we want to elevate them in the future. I know it hasn't always been easy to navigate your roles, but thank you for sticking with us and being valuable members of our team.
- Taylor. Gurl you are one classy person. Your poise and finesse through life has been admirable. Your willingness to adapt to difficult situations made your presence an honor, and I look forward to our continued working relationship in the near future.
- RJ. My fuddy duddy buddy. Nothing has made me happier than looking at the history of the District and seeing what you've done to improve its participation to be recognized on a national level. You've done everything your job required at 300% and while it's made it hard to keep up with your vision sometimes, I know we'll always be able to support whatever you have to bring to the table because it'll be just that awesome. Here's to #4twothousandgr8teen, and many more years of success in this District thanks to your efforts.
- Katelyn. Your Baton award speaks for itself. I can't imagine functioning right now if I had to keep up with the things you've kept up with and more. You made my first year easier than I ever could've imagined, and I mean this when I say I never imagined not having a job to do until you planned DLC with seriously almost nothing more than an update that it was done. You exceeded my expectations for any student leader and for that I'm truly grateful.
- Do'Nyal. Let's go back to that concept of failing forward. When I think about it, I picture your ability to learn and grow through what adversity life throws at you. You lean into your opportunities to grow, and never let them define who you are or where you've been. I'm so proud of everything you've accomplished I look forward to supporting you in your pathway to excellence...nee know...nee know...



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- Lee. I'm sure you get this a lot, but when I first met you, I didn't think I would like you. But now that I've been given the chance to work with you, I see how that was more my own insecurities with recognizing your confidence and ability to take a stand for what you know to be true. You truly know this District. You've been there through thick and thin, when I desperately needed guidance, and I don't know what I would've done without your help navigating me through situations I was unfamiliar with. I am so grateful that you make me feel like my opinion matters, and so glad we get to continue working together to support the SED in all its glory.
- And finally, to the District...don't stop impressing me now. I may not be doing as many Chapter visits, or have met you in person, yet, but you've let me set my expectations high in my first year as Counselor. I can only imagine what my expectations can be by the end of my term in six years and have nothing but the utmost confidence that you'll meet them. Thank you for accepting me and all my Western District quirks...if you don't know what I mean by that I'm sure you'll learn. Help me to help you become everything you want to be and more, and please don't let me ever find out that you were too afraid to ask for help. Remember, we're failing forward together. And together, we can succeed.

Respectfully submitted in the bond,  
Kelsey Reilly  
TBS Omega at The University of Arizona  
Southeast District Counselor 2017-2018



# TAU BETA SIGMA

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## 2018 SOUTHEAST DISTRICT CONVENTION



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

*As adopted by the Chapters assembled at the 2018 Southeast District Convention in Charleston, South Carolina  
on April 15, 2018.*

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.



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### 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).
  - 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



# TAU BETA SIGMA

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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.
- b. Have jurisdiction over the planning and execution of the Southeast District Convention.
- c. Appoint the various committees, committee chairs, and song leaders for District Convention as well as , the Parliamentarian, and the Historian.
- d. Be a non-voting, ex officio member of all committees.
- e. Organize various awards to be conferred at District Convention.
- f. Send out District Convention information (proxy forms, schedules, etc.) and Chapter Progress Reports to the chapters no later than one month prior to the set date of Convention.
- g. Send reminders to each chapter at least one month prior to any National paperwork deadline.

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.
- 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.



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- 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 information about the Rainy Day Fund to all chapters of the SED.
  - i. The method of contact shall be at the discretion of the SED Secretary-Treasurer.

### 8. *The Parliamentarian shall:*

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

### 9. *The Historian shall:*

- a. Lead the Historian Committee, delegating responsibilities to committee membership.
- b. Correspond with the SED Council President
- c. Photograph all District events.
- d. Preserve historical items and traditions for the sake of posterity.
- e. Advise the Committee on History and Sisterhood.
- f. Create and maintain a new volume of the District Scrapbook
  - i. Collect pictures and scrapbook pages from each chapter throughout the year within the Southeast District.
- g. Coordinate the chapter scrapbook competition at each SED Convention.



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- h. 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.
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.



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- c. Recommend to the Vice President of Special Projects, via entries in its committee report(s), any relevant propositions regarding Music Appreciation Month and the Young Composers Competition.
- d. Act jointly with Kappa Kappa Psi when warranted.

### 10. *The Committee on Ways and Means shall:*

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

### 11. *The Committee on Nominations shall:*

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

### 12. *The Committee on History and Sisterhood shall:*

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

## Article IV: Delegates and Proxies

- 1. Delegates. Each active Chapter in the District shall be represented at District Convention by an official delegate, alternate delegate, or proxy delegate. Each official delegate, alternate delegate, or proxy delegate must hold a current Tau Beta Sigma membership card. A Life Member may represent his or her own Chapter at District Convention, if and only if no active delegate is present from that Chapter.
- 2. Proxies. Any Chapter that will be absent from a District Convention may select another Chapter from which its proxy delegate will be chosen, if possible. The selection shall be made by submitting a written request to the District President prior to the opening session of that convention. Should a Chapter choose not to select another



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



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- 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.



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## 2018 SOUTHEAST DISTRICT CONVENTION



### Article VII: Meetings

#### 1. *District Leadership Conference*

- a. District Leadership Conference shall be held jointly with Kappa Kappa Psi each year every Spring at the discretion of the Vice President of Membership of the Southeast District.
- b. Chapters interested in hosting District Leadership Conference should send a proposal and budget to the District Councils of Tau Beta Sigma and Kappa Kappa Psi by the prescribed deadline set, with the understanding that this budget will be covered by the host chapters. If no bids are received to host the Conference by the prescribed deadline, the District Councils will determine a site, which must be approved by the District Governors and Counselor(s).
- c. District Leadership Conference is intended to be a free event for both host chapters and attendees. Therefore, host chapter(s) and the Vice Presidents of Membership must work together to minimize costs of the convention.

#### 2. *District Convention*

- a. Beginning in the 2018-2019 fiscal year, Southeast District Convention will be placed at a host city or host school.
- b. The Southeast District Councils will accept bids to host the next year's Southeast District Convention from host schools. Bids to host the convention in the following fiscal year must be received at least thirty (30) days prior to the Southeast District Convention of the current fiscal year.
- c. Each bid from host schools 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
- d. Prior to the beginning of the Southeast District Convention, the Southeast District Councils may determine up to three potential host cities to host the convention for the following fiscal year.
- e. Upon selection of the potential host cities, an event planner may be selected by the district counselors/governors to create an individual bid for each potential host city. Bids for each city must be presented at Southeast District Convention to the Joint Actions Committee of Kappa Kappa Psi and Tau Beta Sigma.
- f. The host is not required to have a current active chapter of Tau Beta Sigma or Kappa Kappa Psi.
- g. The Joint Actions Committee of Kappa Kappa Psi and Tau Beta Sigma will review each individual bid to determine the slate for the host school or city for the following fiscal year.



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- h. The slate will be presented to be voted on by the joint delegation at the closing joint session of the Southeast District Convention.
  - i. For conventions occurring at host cities, host chapters will be selected by the Southeast District Councils based on chapter involvement, leadership, and completion of district and national requirements. The respective councils may determine other eligibility factors.
  - j. The host chapter's primary location may differ from the selected host city. Numerous chapters may be selected as hosts for the SED Convention; to be determined by district councils based on chapter's qualifications and the need for assistance.
  - k. *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.
  - l. 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.
  - m. *Quorum*. Official delegates, or their proxies, from a simple majority of the Chapters of the District in good standing, together with at least two of the District Officers, shall constitute a quorum at all meetings of the District.
3. *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.
  4. For the purposes of preparation for District Convention, and of parliamentary correctness, the three committees of Robert's Rules of Order, Newly Revised, section 59 (that is, the Credentials Committee, the Committee on Standing Rules, and the Program Committee), shall consist of some or all of the members of the Host Chapter along with the District Executive Council. The District President shall officially chair these committees. Provided that preparations for District Convention progress to the satisfaction of the Executive Council, these committees shall not be required to meet formally.

### Article VIII: Reading Band and Auxiliary Clinic

1. *Reading Band*. At each District Convention, there shall be held a Reading Band open to all college band members and directors, but without preference to membership in Tau Beta Sigma, unless circumstances prevent its feasibility. The Chapter(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.



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## 2018 SOUTHEAST DISTRICT CONVENTION



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.
  - 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.



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### 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.



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2018 SOUTHEAST DISTRICT CONVENTION



## **Southeast District Operations Manual**

*Seventh Edition: 2018*

### 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
  - 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.



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### 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*

- 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. The Secretary-Treasurer is responsible for notifying chapters of the Rainy Day fund at the beginning of the fall semester. She or he should continue to promote the Rainy Day fund throughout the duration of their term.
- g. The Secretary-Treasurer shall conduct two fundraisers for the SED during her or his term.
  - 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.



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### 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.

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



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- 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.
- 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**



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- 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

## 2018 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.



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- 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
  - Communication with the district in order to generate interest



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



### 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.



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



- 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
  - 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.



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## 2018 SOUTHEAST DISTRICT CONVENTION



- 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

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.kkymb.org/forms.html](http://www.kkymb.org/forms.html) and emailed to*

[hqna@kkymb.org](mailto:hqna@kkymb.org)



# TAU BETA SIGMA

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## 2018 SOUTHEAST DISTRICT CONVENTION



### District Awards

#### **1. SED Chapter Excellence Award**

- a. Given in recognition of a chapter's achievement of excellence in all aspects of the Sorority, including service, membership, leadership, joint relations, and fellowship.

#### **2. Leadership Development Award**

- a. Given in recognition to a chapter that has made great strides in developing the leadership of its members, improving them not only as Sisters, but members of the greater community.

#### **3. Art of Music Award**

- a. Given in recognition of a chapter's efforts to promote music and musicianship within their chapter, bands, and community.

#### **4. Community Development Award**

- a. Given in recognition of a chapter's engagement with the general public, supporting their bands through development and improvement of their community.

#### **5. 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

#### **6. Best Chapter Representation Award**

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

#### **7. Chapter Participation Award**



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## 2018 SOUTHEAST DISTRICT CONVENTION



- a. 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

### 8. Outstanding Chapter Assistance Award

- a. 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

### 9. 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

### 10. Shells Umbrella Full Participation Certificate

- 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

### 11. 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

### 12. Best Scrapbook Award

- a. Presented as a framed certificate to the Chapter who receives the most votes during the Scrapbook Showcase

### 13. 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



# TAU BETA SIGMA

## 2018 SOUTHEAST DISTRICT CONVENTION



### 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.