

SECTION ONE: GENERAL

1.01 This document, supplementing the National Constitution of Kappa Kappa Psi, establishes and prescribes the authorized regulations pertaining to the functions and operations of the Southeast District.

1.02 The purpose of the fraternity, as stated in the National Constitution of Kappa Kappa Psi, shall be as follows:

1.02.01 To promote the existence and welfare of the college and university bands and to cultivate at large a wholesome respect for their activities and achievements.

1.02.02 To honor outstanding band members through privilege of membership extended as a reward for technical achievement and appreciation for the best in music.

1.02.03 To stimulate campus leadership and promulgate an uncompromising respect through the medium of the college band from gracious conduct, good taste, and unswerving loyalty.

1.02.04 To foster a close relationship between college bands and promote a high average of attainment by the performance of good music and selection of worthwhile projects.

1.02.05 To provide a pleasant and helpful social experience for all engaged in college band work and to cooperate with other musical organizations in any manner consistent with the purposes of the institutions at which Chapters are located.

1.03 Proposed amendments to this constitution shall be presented in writing to the District and shall be referred at once to the committee of jurisdiction, which shall report them at the same convention. If a two-thirds favorable vote by the chapters present and voting is cast the proposed revision shall be adopted.

1.04 This Constitution shall be used as a supplement to the National Constitution of Kappa Kappa Psi, and shall in no way conflict or receive priority over the same.

1.05 Robert's Rules of Order shall govern the deliberation of all component parts of the Southeast District assembled in meeting.

SECTION TWO: OFFICERS

2.01 The District shall be under the jurisdiction of the District Governor(s) as prescribed by the National Constitution.

2.02 The guidelines for Officer Elections shall be as follows:

2.02.01 The Elected Officers elected by the active chapters of the District shall be the President, Vice-President, Secretary-Treasurer, and two Members-at-Large. There shall be one Member-at-Large from the south and one from the north, with Interstate 20 being the geographical dividing line.

2.02.02 Brothers elected to the offices of President, Vice-President, Secretary-Treasurer, and Members-at-Large shall comprise the District Executive Council.

2.02.03 All District Officers shall serve without compensation from convention to convention unless otherwise stipulated.

2.02.04 District officers must be active or associate members at the time of election and for the entire term in office, but cannot occupy more than one elected office at the same time.

2.02.05 Each person seeking a District office shall submit the following to the Nominations Committee 30 days prior to District Convention: a written resume, a letter of recommendation from their chapter, and a letter of recommendation from their chapter sponsor.

2.02.06 After a brief interview, the Nominations Committee shall slate one candidate to be automatically entered into the nominations for the respective office. Eligible candidates not slated by the Nominations Committee may be nominated from the floor by an official delegate.

2.02.06 Election of officers by active chapters shall occur at the last separate session.

2.02.07 All officer elections shall be by secret ballot, and each active chapter shall have one vote. A majority favorable vote is needed to elect an officer.

2.02.08 If no candidate receives a majority of the vote, then a runoff shall take place between the two candidates with the most votes.

2.02.09 In the event of a tie, either in determining the winner of the election or who shall move on to a run-off, a vote of the District Governors shall break the tie.

2.02.10 All District Officers shall be charged with supplying newly elected officers with all documents and charges pertinent to the respective office. If the officer was removed from office, he or she will surrender all materials to the District Governors immediately.

2.03 The President shall:

- 2.03.01 Preside at all meetings of the District.
- 2.03.02 Serve as a seated and voting member of the National Chapter at the National Convention.
- 2.03.03 Serve as a member ex-officio of all District committees.
- 2.03.04 Appoint all District committees and chairpersons.
- 2.03.05 Render all necessary assistance to the District Governor(s).
- 2.03.06 In the absence of the District Governor(s), will be designated as the official representative of the District whenever such representation is required.
- 2.03.07 Serve as a member of the National Student Advisory Committee.
- 2.03.08 Represent the District at District Leadership Conference, and if unable, appoint another Executive Council Member to go in his or her place.
- 2.03.09 Have the option of appointing a non-biased member to act as Parliamentarian at the District Convention.
- 2.03.10 Send a delegate form to every chapter in the District, two (2) months prior to District Convention. The form shall require the chapters to list:
 - 2.03.10.01 The name of the delegate.
 - 2.03.10.02 The names of the first and second alternative delegates.
 - 2.03.10.03 The three (3) most desirable committees for the chapter's delegate or proxy, to be seated in the order of preference.
- 2.03.11 Submit a District report to National Headquarters for publication in the spring edition of The PODIUM.
- 2.03.12 Correspond with all chapters in the District on a bimonthly basis during the academic year.
- 2.03.13 Call a meeting of Executive Council at least twice a semester.
- 2.03.14 Maintain the Southeast District Convention Guide.
- 2.03.15 Deliver to all chapters in the District the Southeast District Convention Guide by January 31 prior to the Convention.

2.03.16 Submit a State of the District report by December 1 of his/her term in office.

2.04 The Vice-President shall:

2.04.01 In the absence of the President, preside at all meetings of the District.

2.04.02 Represent the District at all National Meetings which the President and the District Governor(s) cannot attend.

2.04.03 Contact all chapters participating in colonization, colonizing, and reactivation at least once a month.

2.04.04 Is encouraged to submit an article to the Podium and/or the Eighth Note.

2.04.05 Meet with each colony during the second month of the colonization period to discuss the colonization packet.

2.04.06 Communicate with the National Vice-President for Colonization and Membership at least once a month.

2.04.07 Serve as a member of the National Student Advisory Committee.

2.04.08 Submit an officer Report by December 1 and April 1 of his/her term in office.

2.05 The Secretary-Treasurer shall:

2.05.01 Publish and distribute to all chapters in the district, the District Governors, all members of the National Council, and the National Headquarters the minutes of the District Convention in which he/she was elected; and distribute a copy of the current District Constitution, by July 1 of his/her election year.

2.05.02 Record the minutes of all meetings of the following District Convention.

2.05.03 Take notes at all official District functions such as District Leadership Convention.

2.05.04 Oversee that notification of District and National deadlines are distributed to the chapters no less than thirty (30) days prior to the deadline.

2.05.05 Notify any chapters that have missed District and/or National deadlines of the failure to pay and of any fines imposed as a result.

- 2.05.06 Approve appropriate reimbursements to District members.
 - 2.05.07 Keep record of District finances.
 - 2.05.08 Serve as a member of the National Student Advisory Committee.
 - 2.05.09 Submit an officer report by December 1 and April 1 of his/her term in office.
- 2.06 The Members-at-Large shall:
- 2.06.01 Be able representatives of the active members at all times.
 - 2.06.02 Be members of the National Student Advisory Committee.
 - 2.06.03 Work with the Executive Council towards promoting communications between chapters and colonies in the District.
 - 2.06.04 Report the state of the District to the National Vice-President for Student Affairs.
 - 2.06.05 Communicate with new chapters and chapters on probation with regards to National deadlines.
 - 2.06.06 Serve as a member of the National Student Advisory Committee.
 - 2.06.07 Submit and officer report by December 1 and April 1 of his/her term in office.
- 2.07 Each District Officer shall submit a written report, by traditional or electronic means, to the District Governor(s) as well as the other District Officers on or before the first of every month. These reports shall contain the activities relating to the charges of that officer as per the SED Constitution; as well as accomplishments relating to the District outside of those charges.
- 2.08 Expenses of District Officers shall be budgeted by the District Ways and Means Committee. When authorized by the District Governor(s), officers shall be paid by the District upon the representation of a valid receipt for the money disbursed in the name of the District, within the boundaries of money allocated.
- 2.09 Vacancies
- 2.09.01 In the event that the office of President becomes vacant prior to the end of the term in office, the Vice-President shall succeed to the office of President.

2.09.02 In the event of a vacancy in the offices of Vice-President, Secretary-Treasurer, or Members-at-Large, the Governor shall notify all chapters of the vacancy. Within thirty (30) days of such notice, the remaining officers, subject to the approval of the District Governors shall choose an individual to fill the vacancy. Persons filling the vacancies shall serve until the next District Convention.

2.10 Officer Removal

2.10.01 In the event that a District Officer fails to perform his/her duties and obligations, a meeting may be called for the purpose of reviewing said officer's performance. A 75% majority vote of the officers not in question and the District Governor(s) is required to propose relieving a District Officer of his/her duties.

2.10.02 Upon a favorable vote to propose relieving a District Officer of his/her duties, the officers not in question shall submit a written report containing the specific reasons and rationale for the proposed action to the chapters of the Southeast District, the District Governor(s) and the officer in question. All votes, in order to be considered, must be received no later than thirty (30) days after the report is sent.

2.10.03 If, by a simple majority of the chapter votes received, a 75% vote of the officers not in question on the original proposal, and a favorable vote of the District Governor(s), the officer in question shall be removed from office.

SECTION THREE: COMMITTEES

3.01 The standing committees of the District shall be Jurisdiction, Ways and Means, Nominations, and District Hosting. In addition, ad-hoc committees may be appointed and committees may be combined by the President.

3.02 The assignment of committee chairs shall be made by the President. The President shall have the authority to appoint advisors to the committees as he/she deems necessary.

3.03 Committee chairs and assignments shall be made on a rotating basis so that no chapter shall be assigned to the same chair and/or committee for two consecutive Conventions. The President may, upon request of a chapter, waive rotation.

3.04 Each committee will do the following:

3.04.01 The committee on Jurisdiction shall examine, recommend, and submit to the District assembled at the Convention, all revisions and amendments to the constitution.

3.04.02 The committee on Ways and Means shall examine, recommend, and submit to the District assembled at the Convention, all propositions related to the finances of the District. It shall prepare, at each Convention, an operating budget for the ensuing year and present it to the District assembled at the Convention for approval.

3.04.03 The committee on District Hosting shall examine, recommend, and submit to the District assembled at the Convention, all proposals relating to the location of the next District Convention, hosting of the Eighth Note, and the hosting of the District website, and list serve.

3.04.04 The committee on Nominations shall examine and submit to the District assembled at the Convention, a list of all constitutionally qualified candidates for each office. The committee shall recommend a slate of District Officers to the delegation.

SECTION FOUR: DELEGATES AND PROXIES

4.01 Each chapter of the District in good standing (meeting all the requirements of an active chapter and not currently on suspension) shall be represented by a delegate, alternate delegate, or proxy.

4.02 Each delegate or alternate delegate of a chapter shall have an official statement signed by the chapter president and sponsor to the effect that they have been duly elected by their chapter.

4.03 The District President shall seat each chapter in Greek order from a list of the active chapters. If at the end of the first roll call there are any chapters lacking representation, the chapters seated will be called on in Greek order to provide proxies for the absent chapters. Seating of the proxies at each Convention shall be by written proxy first and then begin in the place of the alphabet where the preceding Convention left off. If a delegate arrives after the initial seating of delegates, the delegate shall immediately assume the chapter's voting seat. However, the proxy for said chapter shall continue as a voting member in the committee upon which the proxy was originally placed.

4.04 An active chapter in good standing may submit a written proxy designating any other chapter in good standing from the District to represent it at the District Convention. The written proxy shall be submitted to the President prior to the opening of the Convention. In the event the chapter does not delegate a proxy, proxies shall be seated in accordance with section 4.03.

4.05 A chapter shall have their vote and no more than two proxies..

4.06 Each proxy shall submit a written report to the chapter for which proxy was discharged within one month of the final session of the Convention.

SECTION FIVE: MEETINGS

5.01 A regularly called District Convention shall be held every year. The location is to be determined by the previous Convention in joint session. In the absence of a decision by the Convention, a site will be determined by the joint District Councils and approved by the District Governor(s) and District Counselor(s). The exact date of convention is to be determined by the Host Chapter subject to the approval of the majority of District Chapters.

5.02 Convention Attendees

5.02.01 Only Active, Associate, Alumni, Life, and Honorary members, members of Colonies, individuals enrolled in the Membership Education Program, and selected guests of the host chapter, District or National Councils, or the National Headquarters may attend the District Convention.

5.02.02 Associate and Conditional members must, upon registering, produce a valid National Membership Card or have their Active status vouched for by the highest ranking officer of their delegation.

5.02.03 If it is determined that a chapter has Inactive members attending Convention, the chapter's Delegate and any Alternate Delegates will be immediately requested to give up their seat(s) on the Convention floor and shall immediately forfeit all eligibility for any District Awards.

5.03 Special officer meetings of the District may be called by the President or District Governor(s) at their discretion.

5.04 Official delegates from a majority of chapters of the District, together with at least two (2) District Officers, shall constitute a quorum at the District Convention.

5.05 All chapters sponsoring the Southeast District Convention will be required to notify all participating chapters four (4) weeks in advance concerning service charges as approved by the National Council.

5.06 District Leadership Conference

5.06.01 At least one regularly called meeting of the chapter presidents and any other district membership shall be held every year. This meeting shall be referred to as the District Leadership Conference. The purpose of this meeting will be to discuss planned chapter activities, District involvement, solutions to the current District problems, and to discuss the upcoming convention.

5.06.02 The location and date of the meeting shall be determined by the joint District Presidents via a formal bid process.

5.06.03 The formal bid process for determining the location and date of the District Leadership Conference shall be as follows:

5.06.03.01 Chapters should submit a written bid to the District Presidents by a deadline in the fall determined by the District Presidents.

5.06.03.02 These bids should include information regarding a date and location, ample meeting space, hotel accommodations, a mileage chart for all chapters in the District, a sample and tentative schedule, and any other inclusions deemed fit by the bidding chapter(s).

5.06.03.03 Bids must also include a letter of support from potential host chapter sponsors.

SECTION SIX: FINANCE

6.01 All National dues and fees will be paid to National Headquarters, who will deposit the moneys to the District Fund in two (2) annual payments, as stated by the National Constitution.

6.02 National Headquarters will deposit two dollars (\$2.00) for every active member and every New Initiate reported as of January 1 into the District Fund. Also, two dollars (\$2.00) will be deposited for every New Initiate reported from January 1 to June 20.

6.03 All active and conditional member dues received after the September 30 deadline and initiates reported after 30 days do not count toward the District's per capita allocation. Instead, the two-dollar (\$2.00) per-member dues allocation is placed in the fraternity's general fund.

6.04 Any chapter that causes the district to lose funds due to a failure to pay membership dues and/or initiate fees in a timely fashion must pay to the district the amount lost. Failure to do so will result in ineligibility to host District functions or events for the remainder of the year.

6.05 District Funds will be deposited through the National Office Bank. Checks will be issued from the National Office after approval from the District Governor(s).

6.06 The District Ways and Means Committee shall budget an allocation called the Discretionary Governor(s) Allocation. In the event that District Officers exceed their allocated moneys, this allocation may be used for the necessary reimbursement request of various District Officers at the discretion of the District Governor(s).

6.07 Unallocated moneys may not be used for reimbursement without the consent of the District Governor(s). In the event that the Governor(s) give their consent to appropriate unallocated moneys for reimbursement, the decision must then be approved by the District Executive Council, and by a seventy-five percent (75%) majority of the District Chapters to be voted upon at the next District Convention.

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6.08 A chapter shall be in good standing with the District after it has paid all National and District dues and assessments.

6.09 The fiscal year for the Southeast District shall be from July 1 to the next succeeding June 30. Any reimbursement request for a fiscal year must be submitted by April 15 of that year. Reimbursement requests submitted after the deadline will only be eligible for reimbursement from unallocated moneys from the previous fiscal year after reviewed by the Ways and Means Committee at the next District Convention.

6.10 A scholarship will be awarded to one active or associate member of Kappa Kappa Psi to aid in the expenses of the National Intercollegiate Band. This scholarship is reserved for members that have been placed, by audition, into the NIB. The amount of this scholarship should be no less than \$200, with the amount to be decided by the Ways and Means Committee at District Convention. The District Vice President shall make the scholarship application available via mail to the chapters and to the national and district listservs after the NIB personnel have been announced. Application submissions are due no later than two weeks from when the NIB is announced, and applicants will be notified of the winner within one month.

SECTION SEVEN: REPORTS

7.01 Each officer, committee chair, and chapter shall submit a report at each District Convention. This report shall be typed and submitted in electronic format to the Secretary-Treasurer who shall keep one copy for the minutes of the Convention, forward one to the National Office, and have one copy accessible to all chapters in attendance.

7.02 The Chapter Report shall include, but not be limited to, items that may be found in the chapter's Chapter Summary Report and Fall Activity Report.

7.04 All chapters are required to submit a copy of the Fall Activity Report to the District President under the same deadline obligations as for national requirements. This is required in an effort to keep the District Leadership informed on the health and progress of chapters in the district so that they may better evaluate and serve the chapters they represent. This copy will also be used in determining District Awards.

SECTION EIGHT: PUBLICATIONS

8.01 The name of the District Publication shall be the Eighth Note.

8.02 The publication Of the Eighth Note shall be bid upon annually at the District Convention.

8.03 In absence of any bids, the Joint District Executive Council will select a chapter(s) to publish the Eighth Note, or may elect not to have the Eighth Note for that year.

8.04 The Eighth Note shall be published by active chapters in good standing, and the bid shall include a prepared sample of the chapter's proposed publication.

8.05 The Eighth Note shall be published twice a year, once in the Fall and once in the Spring. The deadline for the submission of the articles shall be October 15 for the Fall and February 15 for the Spring. The mailing dates of the Eighth Note shall be November 15 for the Fall and March 15 for the Spring. It shall be sent to all chapters, District Officers, District Governor(s), other District Presidents, National Officers, members of the Board of Trustees, and the National Headquarters.

8.06 In the event that the Eighth Note is not published by November 15, the publishing chapter(s) may forfeit its right to publish the Spring edition. The District Governor(s) of Kappa Kappa Psi and the District Counselor of Tau Beta Sigma will confer and possibly select an alternate chapter(s) to publish the Spring Eighth Note with preference given to those chapters having submitted bids at the previous convention.

8.07 The financing of the Eighth Note shall be subsidized by the District.

8.08 Each issue should include:

8.08.01 At least one letter from a National Officer.

8.08.02 At least one letter from Southeast District Presidents (Tau Beta Sigma and Kappa Kappa Psi).

8.08.03 Chapter reports/letters.

8.08.04 A district and national calendar of events and deadlines.

8.08.05 Host chapters of the previous convention are encouraged to submit a report in the Fall issue of the Eighth Note.

8.09 The District Website shall be updated by the Webmaster Chapter and a specific member of that chapter known as the District Webmaster. The District Webmaster shall maintain the District Website; this position shall be bid upon annually and decided upon by the District Council. Bids must be submitted by the end of the District Convention. Submissions should include:

8.09.01 Sample of possible website.

8.09.02 Statement of intent and/or goals for the website.

8.09.03 Technical qualifications.

8.09.04 Name of the official contact who shall serve as the District Webmaster.

8.10 The Webmaster Chapter and the District Webmaster shall:

8.10.01 Keep the website up-to-date with a current calendar of events.

8.10.02 Ensure that the district listserv is maintained and usable.

8.10.03 Review the District Webpage at least biweekly and update as necessary.

8.10.04 Communicate with the District Council to ensure that Website is being utilized in the best possible manner and that any information that the District Council needs placed on the website is handled accordingly.

8.10.05 Assist the next webmaster with transitioning control of the District Webpage so as to ensure that there is no downtime.

SECTION NINE: AWARDS

9.01 All chapters considered for District awards must be in good standing, and be a member of the Southeast District.

9.02 Any District awards will be given at the discretion of the District Governor(s) and/or the Executive Council(s) (Kappa Kappa Psi or with Tau Beta Sigma).

SECTION TEN: JOINT ORGANIZATIONS

10.01 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 in Convention.

10.02 Robert's Rules of Order shall govern all Joint chapter meetings.

10.03 Voting delegates for joint Chapter meetings shall be the same voting delegates as during the separate sessions.

10.04 Sessions of the joint chapter shall be governed by the presiding officers of Kappa Kappa Psi and Tau Beta Sigma jointly. All officers from each organization shall be responsible for performing their duties as coordinated by the presiding officers.

10.05 The agenda for each joint session shall be considered jointly by the presiding officers prior to each session.

10.06 A motion shall only be considered when moved by a delegate of one organization and seconded by a delegate of the other organization.

10.07 A simple majority of all delegates from the joint chapter shall be required to pass a joint motion.

10.08 At the final session, reports shall be given from all joint committees. The joint chapter shall act on these reports and a decision shall be binding upon the separate organizations.