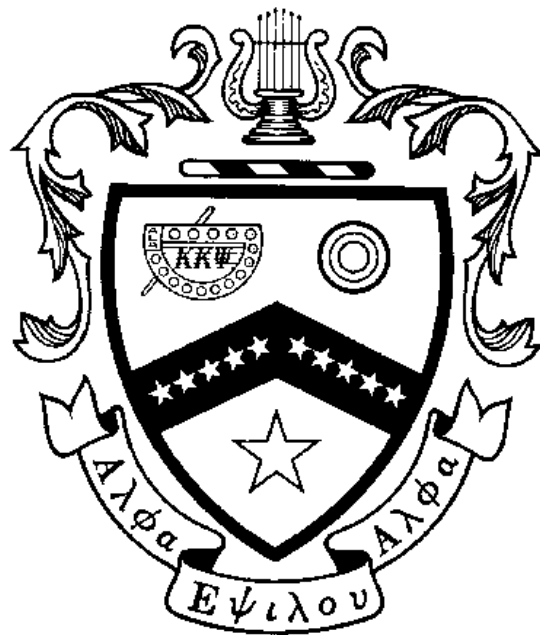


# THE CONSTITUTION OF THE NORTHEAST DISTRICT OF KAPPA KAPPA PSI



Adopted April 2, 2011  
James Madison University  
Bret J. Zawilski, President

# **THE CONSTITUTION OF THE NORTHEAST DISTRICT OF KAPPA KAPPA PSI**

## **PREAMBLE**

Be it known that Kappa Kappa Psi, National Honorary Fraternity for College Bandmembers, is an organization operating exclusively in the field of the college and university bands, and for the following several purposes:

1. 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.
2. To honor outstanding band members through privilege of membership extended as a reward for technical achievement and appreciation for the best in music.
3. To stimulate campus leadership and promulgate an uncompromising respect through the medium of the college band, for gracious conduct, good taste and unswerving loyalty.
4. To foster a close relationship between college bands and promote a high average of attainment through the performance of good music and selection of worthwhile projects.
5. 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 institution at which Chapters are located.

## **PART I**

### **1. General**

- 1.01 This document establishes and prescribes the authorized regulations pertaining to the functions and the operations of the Northeast District of Kappa Kappa Psi.
- 1.02 The Northeast District of Kappa Kappa Psi recognizes the Northeast District of Tau Beta Sigma as an equal affiliated organization with a parallel purpose, function, and role in the college and university band setting.
- 1.03 The governing body of the Northeast District of Kappa Kappa Psi shall be composed of all the District Chapters meeting in an annual Convention.
- 1.04 The administrative body of the District shall be the Northeast District Council, composed of the District Officers, with the District Governor(s) serving as ex-officio members.
- 1.05 The District Governor(s) shall have the power, on business transacted by the District Council, to order a stay of execution until the proposed action can be reviewed by the National Council.
- 1.06 The date determining timeliness of all District submissions shall be the postmarked date.
- 1.07 All references to "documents in writing" require hard-copy submission.

### **2. Name**

- 2.01 The name of this organization shall be the Northeast District of Kappa Kappa Psi.

### **3. Constitution**

- 3.01 This Constitution was officially adopted at the annual Convention of the Northeast District. After adoption, it becomes effective subject to approval by the National Council of Kappa Kappa Psi.
- 3.02 Any and all previous constitutions of the Northeast District, together with any and all amendments thereto, shall become void and are superseded by this Constitution.
- 3.03 The Northeast District Constitution shall be stored and maintained on a computer in a format compatible with the National Headquarters.
- 3.04 Archival versions of the Northeast District Constitution shall be provided to the National Headquarters and entrusted to the District Secretary/Treasurer.
- 3.05 The effect of this Constitution upon any individual Chapter may be altered to conform with the college- or university-wide regulations to which that Chapter is subject. (See Section 1.119 in the National Constitution of Kappa Kappa Psi.)
- 3.06 This Constitution is superseded by the National Constitution of Kappa Kappa Psi unless otherwise stated and approved by the National Council.

#### **4. Constitutional Amendments**

- 4.01 Proposed amendments to this Constitution shall be presented in writing at the regularly-called District Convention, and shall be referred at once to the Committee on Jurisdiction, which shall report thereon at the same Convention. If seventy-five (75) percent of the votes cast by voting delegates are favorable, the proposed amendment shall be declared adopted, and it shall become effective subject to approval by the National Council.
- 4.02 Under extreme circumstances between regularly called Conventions and upon recommendation of the District President with approval of the District Council, a proposed amendment to this Constitution may be submitted in writing to the Chapters of the District for ratification. If a favorable vote from seventy-five (75) percent of all the Chapters in good standing is received, the proposed amendment shall be declared adopted, and it shall become effective subject to approval by the National Council.

#### **5. Title IX Clarification**

- 5.01 All references to gender apply to both sexes.

#### **6. Conduct**

- 6.01 The Northeast District strictly forbids members and Chapters from using banquet fees, Chapter fees, registration fees, or any similarly labeled monies for purchasing alcoholic beverages at District functions. The possession, sale, use, or consumption of alcoholic beverages at District functions shall comply with the Kappa Kappa Psi Policy on Alcohol and Controlled Substances.
- 6.02 Any District Council member possessing knowledge of an alleged violation of any section of the National Constitution, District Constitution, or an alleged violation of policy as formally communicated by the National Council or District Council, shall detail immediately, in writing, any and all information on such incidents to the National President, National Executive Director, and Northeast District Governor(s).

#### **7. Officers**

- 7.01 The District shall be under the jurisdiction of the District Governor(s), appointed by the National Council. In addition, the District shall have a District President, District Vice President, District Secretary/Treasurer, District Member-at-Large, and District Historian/Alumni Liaison.
- 7.02 The District President's duties shall be:
- a. Presiding over all meetings of the District.
  - b. Serving as a seated and voting member of the National Chapter of Kappa Kappa Psi at the National Convention.
  - c. Serving as a member ex-officio of all District Committees.
  - d. Rendering all possible service to the District Governor(s).
  - e. Acting in the absence of the District Governor(s) as the official representative of the District whenever such representation shall be required.
  - f. Distributing the materials listed in Part I, Sections 8.02 and 8.03 of this Constitution to the appropriate District Council members by December 31.
  - g. Having the option of appointing a non-biased member to act as Parliamentarian at the District Convention.
  - h. Should any District Office, other than that of President, become vacant for any reason, the District President shall appoint a replacement officer.
  - i. Providing a form to every Chapter in the District two (2) months prior to District Convention. The form shall require the Chapters to list:
    1. The name of the Chapter delegate.
    2. The name(s) of the Chapter alternate delegate(s), if any.
    3. The three (3) most desirable committees for the Chapter's delegate, alternate delegate(s), and/or written proxy to be seated on, in order of preference.
    4. The name of another Chapter to act as written proxy.
  - j. Contacting, by telephone, two (2) weeks prior to the District Convention, those Chapters not returning the delegate form (See Part I, Section 7.02h of the Northeast District Constitution) and urging those Chapters to designate a written proxy.
  - k. Sending postal or electronic mail to every Chapter in the District two (2) weeks prior to District Convention listing:
    1. The Chapter(s) to be represented by proxy.
    2. The Committees the Chapter's delegate, alternate delegate(s), or written proxy shall chair, if any.
  - l. To ensure on a monthly basis that all content on the District website is appropriate and up to date.
- 7.03 The District Vice President's Duties shall be:
- a. Acting as presiding officer of the District in the absence of the District President and filling a vacancy in the office of District President.
  - b. Acting as an advisor to new and rebuilding Chapters in the District
  - c. Contacting each Northeast District colony, Advising Chapter, and Advising Person(s) at least once a month throughout the colonization process.
  - d. Informing all colonies in the Northeast District of the District Convention site, accommodations, and pertinent information.
  - e. Constructing and updating a publication of a suggested Post-Initiate Education Program annually and distributing digital or hard copies to the chapter delegates at the District Convention.
  - f. Acting as official Webmaster of the District.
  - g. Preparing materials for the District Jazz Band and Student Conductor Workshops at District Convention within two (2) weeks of the close of winter council.
- 7.04 The District Secretary/Treasurer's duties shall be:

- a. Recording, publishing and distributing the minutes for all meetings of the District to all Chapters in the District, and to all members of the District and National Councils.
  1. The minutes shall be annotated to indicate any missing items such as District Officer reports, resolutions, committee majority or minority reports, Chapter reports, amendments, bylaws, motions, seconds, or vote totals excluding the vote's totals in the election of officers.
  2. The minutes shall be paginated for easy reference. The minutes of the proceedings shall include page references to items being discussed, i.e. reports, etc.
  3. Reports distributed to delegates in final format by the close of separate sessions should be included in the mailing of the District minutes.
- b. Controlling the receipts and disbursements of all monies in the District in accordance with Section 5.4 of the National Constitution (Finances).
- c. Serving as a member ex-officio of the Committee on Finance.
- d. Submitting a rough draft of the revised Constitution to the newly elected District President, former chairperson of, and advisor to the Committee on Jurisdiction within thirty days of the close of District Convention.
  1. The above named persons shall have fourteen (14) days to review the rough draft for accuracy and return it to the District Secretary/Treasurer. In the event that contact with none of the above named persons can be established, or if no corrected copies are returned, the District Secretary/Treasurer shall publish the Constitution as revised in the rough draft.
  2. The District Secretary/Treasurer shall distribute the revised District Constitution to the Chapters no later than forty-five (45) days after the close of District Convention.
- e. Maintaining an updated version of the Northeast District Constitution in the computer format described in Part I, Section 3.03 of this Constitution.
- f. Correcting any typographical errors in the District Constitution.
- g. Preparing a list of possible modifications to the Northeast District Constitution based on changes made to the National Constitution at the preceding National Convention. This list shall be presented to the District President prior to the District Convention.
- h. Preparing a budget for both the current operating year and the upcoming year.
- i. Storing prior versions of the Northeast District Constitution from the past five years in the format described in part I, Section 3.03 of the Constitution.
- j. Contacting the National Office to determine which Chapters, if any, have not paid their membership dues and Chapter fees by September 25, advising those Chapters of their responsibility, and offering assistance and guidance in fulfilling these responsibilities.
- k. Compiling a list of worthwhile fundraising projects, obtained from all National and District paperwork and at each of the three (3) Precinct Meetings, and distributing said list to all delegates at the District Convention.

7.05 The District Member-at-Large's duties shall be:

- a. Encouraging intra-district communication, including correspondence and visitations.
- b. Administering all details of the District award system as outlined in Part I, Section 18 of this Constitution unless otherwise noted.
- c. Compiling a list of worthwhile service projects, obtained from all National and District paperwork and at each of the three (3) Precinct Meetings, and distributing said list to all delegates at the District Convention.
- d. Compiling and distributing a mailing address, e-mail address, and telephone number list of all Chapter and colony presidents and corresponding secretaries throughout the District, at two (2) times during the term of office:
  1. Prior to June 1, in order that there may be a list of summer contacts for all Chapters in the District

2. Prior to October 15, in order that there will be a contact list for the school year. Additionally, the Member-at-Large will acquire the names and telephone numbers of all Chapter officers for distribution among the District Officers.
- e. Sending out the Northeast District Chapter Evaluation Report, Northeast District Personal Academic Achievement Award Application, Music Education Awareness Award, and the Northeast District Chapter Academic Achievement Award Application to every Chapter by October 31.
- f. Serving as an ex-officio member of the Committee on Awards, provided that the home Chapter of the District Member-at-Large is not eligible for an award.
- g. Arranging, organizing and promoting the Northeast District Day with Tau Beta Sigma.
- h. Presenting to the Joint General Assembly a report on two or more possible locations for District Day, along with a tentative date and cost.

7.06 The District Historian/Alumni Liaison's duties shall be:

- a. Working with local alumni associations to keep these organizations informed of Northeast District events, providing them a list of students who are nearing alumni status, and distributing to those Brothers information regarding life membership and the alumni associations available to them.
- b. Working with the Northeast District Alumni Association representative and Northeast District Alumni Association to encourage Life Membership, assisting the NEDAA with promoting its programs and participation in the Kappa Kappa Psi Alumni Association.
- c. Working with the National Board of Trustees on District Historical Archives.
- d. Creating activities to educate and inform members about alumni associations at NED Convention and throughout the year
- e. Acting as an advisor to the alumni and historical officers from each Chapter.
- f. Compiling and submitting a list of alumni-related announcements, stories, and updates for the District Publication for each distribution.
- g. Compiling and submitting a list of history related announcements, stories, and updates for the District Publication for each distribution.
- h. Continue compiling an ongoing documented history of the Northeast District, to include Convention Minutes and the District Constitution as well as other pertinent additions. Have a copy of the updated version on a CD to be passed out to the delegation, District Officers, and National Officers at District Convention.
- i. Compiling and presenting the Northeast District Slideshow for each Northeast District Convention.
- j. Presenting an update of the documented history project at District Convention.
- k. Storing prior versions of the Northeast District Constitution from the past five years in the format described in part I, Section 3.03 of the Constitution.

7.07 Potential candidates for district office are required to submit by opening gavel of first separate session five (5) packets that must contain the following:

1. Cover Letter
2. A Resume
3. A list of goals and plans to meet them
4. Letters of Recommendation from:
  - a. The Sponsor
  - b. The Director of Bands
  - c. The Chapter
5. Proof of Active or Associate membership in good standing
6. Any other supporting documents

In addition, one (1) copy of the official transcript must also be submitted to the District Secretary/Treasurer. This transcript must reflect a cumulative GPA of at least 2.5 on the 4.0 scale and/or a C+ on the letter grade scale as well as current enrollment in a declared or undeclared full-time degree program. The District Secretary/Treasurer shall then distribute these materials to the chair of the Nominations committee. Potential candidates for District Office who are unable to meet this deadline may petition the District Governor(s) for exemption.

- 7.08 The District Officers shall be elected by secret ballot from the candidates deemed qualified by the Committee on Nominations.
- 7.09 A Brother may not be elected to more than one (1) Office at any one (1) District Convention, and shall serve no more than four (4) total terms on District Council.
- 7.10 The District Council shall be required to hold a council meeting at least once during the academic year prior to February 1.
- 7.11 During his or her entire term of office, each District Officer shall:
  - a. Be responsible for maintaining a cumulative GPA of at least 2.5 on the 4.0 scale and/or a C+ on the letter grade scale.
  - b. Be an Active or Associate member of a Chapter in good standing of the Fraternity.
  - c. Be active and enrolled in a college or university full-time, undergraduate or graduate degree program within the boundaries of the District.
  - d. Submit one (1) article to Northeast Notes per publication.
  - e. Assist Chapters in utilizing National Resources related to his or her office.
  - f. Each District Officer shall communicate with the Chapters and colonies of the District at least once every two (2) months.
- 7.12 The District Officers shall be charged with providing the following to the District Governor(s):
  - a. Proof of class registration two (2) weeks after their add/drop period ends and two (2) weeks after the beginning of each subsequent grading period. If after election, a District Officer is unable to maintain full-time status, the District Officer may remain in office upon approval of both of the District Governor(s) and a majority of the remaining Council.
  - b. Proof of a cumulative GPA of at least 2.5 on a 4.0 scale and or a C+ within two (2) weeks after receiving his/her grades for each respective grading period.
- 7.13 If, by request in writing of seventy-five (75) percent of the Chapters of the District in good standing, an officer is determined to be unfit for said office, this District Officer shall be immediately relieved of his/her duties.
- 7.14 Each District Officer shall communicate with the Chapters and colonies of the District at least once every two (2) months.
- 7.15 In the event that there is a vacancy in a District Office, the previous District Officer shall be eligible to serve at the discretion of the District Governor(s) until the first of 1) June 1 or 2) a replacement officer is appointed.
- 7.16 If by simple majority vote of the District Council it is deemed that an Officer is not fulfilling the duties of his/her office the District Council shall:
  - a. Contact the District Governor(s) for consultation.
  - b. Notify said Officer both verbally and in writing.
  - c. Notify all Chapters and colonies, citing specific problems.

- d. Meet two (2) weeks after initial notification to vote on removal. A seventy-five percent (75) vote shall be needed for removal. If a favorable vote of seventy-five (75) percent of the Chapters of the District in good standing is obtained, the District Officer shall be immediately relieved of his/her duties.
- 7.17 Should any District Office, other than that of President, become vacant for any reason, the District President shall appoint a replacement officer.
- 7.18 A vacancy in the office of District President shall be filled by the District Vice President.

## **8. Chapters**

- 8.01 Only a Chapter that has paid off all of its District and National Dues and is not under suspension or charter revocation as described in the National Constitution shall be considered a Chapter in good standing.
- 8.02 A copy of the Fall Packet must be sent to the District President and the District Governor(s) no later than December 1st. The Fall Packet shall consist of:
- a. The Northeast District Chapter Evaluation Report
  - b. A copy of the Chapter Membership Education Program, including but not limited to:
    - 1. A description of any Chapter recruitment activities
    - 2. A description of any membership education activities
    - 3. Any packets or materials distributed to a membership class
    - 4. Any quizzes or exams given to the class.
  - c. An Alumni Directory containing an updated list of alumni names and contact information.
  - d. A list of Active, Conditional, and Associate Brothers in their last term of college or university affiliation in the Northeast District, and their contact information.
  - e. A list of Chapter fundraisers.
  - f. Complete the documented history form.
  - g. A complete copy of the Fall Activity Report including all attached pages and Sponsor's signature.
- 8.03 Every Chapter must send a copy of the Chapter Summary Report to the District Governor(s) and District President by June 1.
- 8.04 Every Chapter must send a delegate fee of ten (10) dollars and a ten (10) dollar fee in support of music education to the District Secretary/Treasurer no later than five days after the close of the last Precinct meeting. Failure to send payment by this date will result in a late fee of fifteen (15) dollars. A Chapter will not be permitted to seat a delegate or proxy until all fees have been paid. The District Council, with approval of the Governor(s), reserves the right to waive the delegate fee if deemed appropriate for that year.
- 8.05 Every Chapter that fails to submit their annual national membership fees to the National Headquarters by the deadline stated in 6.304 of the National Constitution shall reimburse the District for income lost because of the Chapter's tardiness. The reimbursement amount shall be equal to the amount of income lost from the district's fall allocation caused by the Chapter as determined by the District Secretary/Treasurer. This reimbursement shall be sent to the District Secretary/Treasurer prior to District Convention. A Chapter will not be permitted to seat a delegate or proxy until all fees have been paid.

## **9. Committees**

- 9.01 The Committees of the District shall be the following: Awards, Finance, Jurisdiction, Membership Education, and Nominations, which shall meet separately. Convention Site and Publications shall meet jointly with Tau Beta Sigma.

- 9.02 Additional Committees may be appointed by the District President as needed.
- 9.03 The Committee on Awards shall not include any Brothers representing a Northeast District A. Frank Martin Award finalist and shall be charged with:
- a. Hearing presentations of the Northeast District A. Frank Martin Award finalists. These presentations will be closed as defined in Part I, Section 18.02h of this Constitution.
  - b. Selecting the recipient of the following awards:
    1. Northeast District A. Frank Martin Award.
    2. District Outstanding Sponsor Award, if there are any applications.
    3. Music Education Awareness Award, if there are an applications
    4. Service Showcase Award, if there are any applicants.
  - c. Examining the awards process of the District for relevance and fairness, and making any recommendations concerning this to the District Convention.
- 9.04 The Committee on Finance shall be charged with:
- a. Reviewing the performance of the District over the preceding operating year against the budget approved at the preceding District Convention, including the performance of District Council members against budgeted allowance for items such as travel and communication, and reporting this performance to the current Convention.
  - b. Comparing the current working budget with the budget approved by the previous year's Committee on Finance. Any variation between these two budgets shall be examined and taken into consideration when determining the following year's budget.
  - c. Reviewing the budget for the next operating year as presented by the District Secretary/Treasurer, submitting additions, deletions, and modifications as necessary, then presenting this budget to the current Convention.
- 9.05 The Committee on Jurisdiction shall be charged with:
- a. Reporting on all proposed amendments to the District Constitution at District Convention.
  - b. Reviewing the District Constitution in its entirety for ratification at each District Convention.
  - c. Ensuring the conformance of the District Constitution with the National Constitution of Kappa Kappa Psi.
  - d. Reviewing and reporting on tabled constitutional issues from the immediate past National and District Conventions and presenting them in the form of resolutions.
- 9.06 The Committee on Membership Education shall be charged with:
- a. Reviewing and expanding the list of problems and solutions by providing an open forum at District Convention, including Membership Candidates, to discuss problems and new ideas in the Chapters' Membership Education Programs.
  - b. Reviewing and expanding the list of Chapter retention ideas from the previous year.
  - c. Examining the publication of a suggested Post-Initiate Education Program.
  - d. Compiling a list of ways to increase membership and campus awareness of Kappa Kappa Psi.
- 9.07 The Committee on Nominations shall be charged with:
- a. Carefully investigating the eligibility for members for election to the District Council.
  - b. Holding individual interviews with the candidates; these interviews shall be open to all Brothers of the District who wish to attend.
  - c. Evaluating all eligible candidates and choosing those whom the Committee feels are most qualified for each office through criteria such as, but not limited to, the following:
  - d. Knowledge of the office, its constitutional requirements, and its relationship with other offices.

- e. Access to transportation for visitations, Precinct Meetings, and the next operating year's Convention, and, when applicable, the upcoming Biennial National Convention.
  - f. Experience in the Fraternity leadership, including local Chapter elected or appointed offices or committee chairs held, and performance in those capacities.
  - g. Verbal and written communication skills and time management skills.
  - h. Access to word processing, photocopying, telephone, and mailing services.
  - i. Knowledge of the following: Title IX legislation, directives of the National Council, National Headquarters, and National Chapter on substance abuse, hazing, and discrimination policies and penalties, Kappa Kappa Psi National and District Constitutions and parliamentary procedure.
  - j. When applicable, the following: performance in office as a District Officer, including performance against Northeast District Constitutional charges, and performance as appointed District Convention Committee chair or member.
  - k. Potential time conflicts such as the following: academic load, including senior recitals, senior projects, and student teaching, ensemble participation, local Chapter elected or appointed offices, work requirements, and other extracurricular activities.
  - l. Proof of a cumulative GPA of at least 2.5 on the 4.0 scale and/or a C+ on the letter grade scale presented at the time of convention.
  - m. Recommending one (1) candidate for each office from those candidates the Committee feels are qualified.
  - n. Making recommendations as necessary for the modification of District Officer job descriptions.
- 9.08 The Committee on the Convention Site and Publication shall meet jointly with Tau Beta Sigma, and shall be charged with:
- a. Receiving and recommending guidelines for the selection of host Chapters of the next District Convention to the current District Convention; these guidelines shall be published in the District Publication (See Part I, Section 14.01 of the Northeast District Constitution).
  - b. Reviewing all District Convention bids and recommending all those the Committee feels are qualified.
  - c. Recommending one (1) Convention site from those the Committee deems qualified.
  - d. Reviewing and recommending guidelines for the production and distribution of the District Publication to the District Convention.
  - e. Reviewing and recommending guidelines for the selection of the Chapters to publish the District Publication.
  - f. Recommending one (1) District Day site from those the Committee deems qualified.

## **10. Delegates and Proxies**

- 10.01 Each active Chapter of the Fraternity in good standing with the District shall be represented by a delegate, alternate delegate, or proxy. Each Chapter not in good standing with the District shall not be represented at the District Convention.
- 10.02 The Active and Associate members of a Chapter shall elect a delegate and one (1) or more alternate delegates, if possible, at a regularly called meeting of that Chapter.
- 10.03 Each delegate and alternate delegate of a Chapter shall have an official statement signed by the local president and sponsor to the effect that they have been duly elected by their Chapter prior to the start of District Convention.

- 10.04 A proxy shall be considered as anyone who is seated in place of an official delegate. A proxy shall be an Active, Associate, or Life member of the Fraternity and shall be a member of a Chapter in the District. The proxy holder is responsible for relaying all pertinent information to the Chapter for which they are seated.
- 10.05 Each official delegate or proxy shall have a vote at regularly called District Convention.
- 10.06 Each official delegate shall serve for the duration of the Convention to which he/she has been appointed.
- 10.07 Should official Chapter delegates appear following the seating of the proxies and before the second separate session recesses, the proxies shall relinquish their seats to the official Chapter delegates.
- 10.08 A Chapter may submit a written proxy designation representation by another Chapter at District Convention. The Proxy must be submitted prior to the opening of separate session of Convention.
- 10.09 All delegate forms (See Part I, Section 7.02h of the Northeast District Constitution) shall act as a letter of proxy and each proxy shall be seated accordingly. In the event a Chapter cannot attend a District Convention, their delegate and proxies shall be assigned, in Greek alphabetical order sequentially year to year, to a Chapter within their Precinct. If there are no alternates available within the Precinct, the proxy shall be seated in Greek alphabetical order from year to year from the remainder of the District Chapters.
- 10.10 Each Chapter shall have no more than three (3) delegates, including regular delegates, written proxies and alternate delegates seated as proxies during the course of the District Convention.

## **11. District Convention**

- 11.01 A regularly called meeting of the District shall be held every year, the location to be determined by the preceding District Convention. In the absence of a selection at that Convention, the District Governor(s) and Counselor(s) shall determine the next Convention site.
- 11.02 In conjunction with the National policy, the following criteria must be included in completed bids submitted by the opening gavel of the opening joint session of District Convention from Chapters wishing to host the next District Convention:
- a. Letter from Administration
  - b. A letter from each sponsor of the bidding chapter or chapters
  - c. Letter from Director of Bands
  - d. Overview of meeting facilities
  - e. Projected Accommodations
  - f. Financial statements from both Chapters when applicable
  - g. Tentative Convention Budget
  - h. Membership statistics from both Chapters when applicable
  - i. Dining facilities
  - j. Parking
  - k. Transportation
  - l. Contact Information
  - m. Preferred and alternate dates
  - n. Entertainment
- 11.03 Official delegates from a majority of the Chapters in good standing of the District, together with at least fifty (50) percent of the District Officers shall constitute a quorum at the District Convention.

- 11.04 Prior to the start of the District Convention, each Chapter shall have an official statement signed by the Chapter president and sponsor listing all Chapter members and membership candidates who will attend the Convention, and verifying that all members listed have met all National and local obligations to be classified as Active Brothers, Conditional Brothers, Associate Brothers, or membership candidates. This statement shall be presented to the host Chapter as a part of the registration process. The host Chapter will then turn this information over to the District President.
- 11.05 Only Active, Associate, Conditional, Alumni, Life, and Honorary members, in addition to those persons actively enrolled in a Membership Education Program at an established Chapter or colony, may attend District Convention. Active members must, upon registering at each District Convention, produce a valid National Membership Card or have their status vouched for by the highest ranking officer of their delegation. If it is determined by the Northeast District Council that a Chapter has Inactive members attending a District Convention, that Chapter shall be declared to be not in good standing, and shall therefore forfeit their eligibility for any and all District awards for that operating year, and shall immediately give up all delegate and alternate delegate(s) seats on the floor of the Convention.
- 11.06 In general, the order of business, which may be changed by the District Governor(s) or the District President, at all District Conventions shall be:
- a. Seating of delegates.
  - b. Appointment of Committees.
  - c. Reports of the District Officers.
  - d. Reports of the alumni associations and colonies of the District.
  - e. Unfinished business.
  - f. New business.
  - g. Reports of the Committees.
  - h. Installation of Officers.
  - i. Closing ceremonies.
- 11.07 The current edition of *Robert's Rules of Order* shall govern the deliberation of all component parts of the District assembled in meeting, unless otherwise stated.
- 11.08 In the absence of a selection or lack of any complete bids to be submitted by a Chapter or Chapters to host the Northeast District Convention for the following year, the District Governor(s) and Counselor(s) shall select a host chapter or chapters by May 1st following the convention. The District Council shall then notify all Chapters and Colonies of the District Convention site, along with the address, email, and telephone number of the host chapter(s) contact.

## **12. District Convention Host Chapter**

- 12.01 The date of the District Convention shall be determined by the host Chapter, subject to the approval of a majority of the District's Chapters. The host Chapter must notify the Chapters of the District, each member of the Joint District Council, the District Governor(s), the District Counselor, and the National Headquarters of the date of the District Convention within sixty (60) days of notification of being chosen host.
- 12.02 A revised budget for district convention must be submitted to the District Secretary/Treasurer sixty (60) days prior to the convention.
- 12.03 A Chapter hosting a District Convention shall provide for the registration of all members attending the meeting. At minimum the registration process shall record the person's name, active Chapter or colony

affiliation, and membership status as one of the following: Active, Associate, Conditional, Alumni, Life, Honorary, or individual enrolled in a Membership Education Program at an established Chapter or colony.

- 12.04 A District Convention host Chapter may charge only reasonable registration fees for expenses directly related to Convention business, including the following: publishing, photocopying, and mailing of pre-registration information, publishing and photocopying for registration packet contests, registration packet folders, pencils/pens, etc., meeting room rental and maintenance, photocopying of required Committee reports, Constitutions, other documentation as requested by District Council members or Committee chairs during the course of the Convention, and food or beverages provided for breakfast, lunch, or dinner including the District Convention banquet.
- 12.05 The District Convention host will be responsible for having available digital copies and passing out hard copies of the minutes and Constitution to the general assembly and chairs of the committees.
- 12.06 District Convention attendees shall not be obligated to pay to the host Chapter additional monies above and beyond those described above as registration fees and banquet fees, or those described in this Constitution as delegate fees.
- 12.07 The host Chapter will provide a finalized list of registered convention attendees with Chapter designation and status in order of Chapter designation to the President and Secretary/Treasurer. These must be post-marked within two weeks of District Convention for that year.
- 12.08 Each host Chapter shall compile a chronological operations manual of information, which details their activities during the year prior to, and including the District Convention, and contact information for the convention Committee Chairs. This operations manual shall be given to the new District Convention host no later than two (2) weeks after District Convention.
- 12.09 The host Chapter shall be responsible for submitting a post convention report, and any profit realized by the host Chapter during the District Convention from District Convention fees to the District Secretary/Treasurer for deposit into the District account. The report and profit must be postmarked or received within thirty (30) days of the close of the current Convention. Any Chapter who fails to meet this deadline shall be declared ineligible for District awards; it is the Secretary/Treasurer's duty to inform the host Chapter that they have an additional (14) days from the original deadline to return District funds before forfeiting their right to be represented by a Delegate, Alternate Delegate, or proxy at the subsequent District Convention.
- 12.10 The post-convention report will include, but is not limited to the following:
  - a. Financial statements from the host Chapter for Convention, including a breakdown of where the money was spent, how much was spent, and what it was spent on.
  - b. The participant statistics, including the number of people registered for Convention, the number in attendance, and the number in attendance at the banquet.
  - c. Membership statistics, including the numbers of how many sisters, brothers, and membership candidates were in each host Chapter at the time of Convention, and how many of these individuals participated in running the Convention.
  - d. A letter from each co-chair of the Convention, including the good aspects of Convention, the bad aspects (i.e., what problems the host Chapters ran across in planning/hosting Convention), and any incidents that occurred during the Convention.
  - e. A copy of the final schedule for the Convention, including meeting times for the respective joint, separate, and committee meetings and workshops and registration fees.

### **13. Budget**

- 13.01 The performance of the District against the budget approved at the preceding District Convention, including the performance of District Council members against budgeted allowances for items such as travel and communication, shall be reviewed by the Committee on Finance and reported to the current Convention. The Committee on Finance shall also propose a budget to the current Convention for the next operating year, citing specific line items for income and expenses. The budget must include a reasonable discretionary fund that can be used with majority Council and Governor(s) approval for necessary unbudgeted expenses.
- 13.02 District Officers shall have an amount allocated at the District Convention prior to their term from the District Treasury.
- a. These monies shall be used only for reasonable expenses directly related to their duties and obligations as described in each District Officer job description, and as related to general communications with Chapters, colonies, and prospective colonies in the District.
  - b. All officers that have monies to be reimbursed for the fiscal year ending with each District Convention must submit receipts within forty-five (45) days after the close of said District Convention. If receipts are turned in after forty-five (45) days have expired, they will be considered null and void and the monies will not be paid.
  - c. Any expenses incurred by District Council members over the allocated amount submitted for reimbursement over the operating year may submitted with detailed receipts, explanation, and appropriate documentation, shall be reviewed by the Committee on Finance who will make a recommendation to the District Secretary/Treasurer and District Governor(s) concerning final approval.
  - d. Such requests shall be presented to the Committee by the close of the first Committee meeting at the District Convention.
- 13.03 Any requests for reimbursement by the District Governor(s) and by the Chapter producing the District Publication shall be presented to the Committee on Finance prior to the close of the first meeting of the Committee. No reimbursement requests shall be considered without presentation of expenditure receipts. In the event that a host Chapter for a precinct meeting District Convention requests reimbursement from the District, an estimated budget must be presented to the Committee before the close of the first meeting of the Committee.
- 13.04 In the event that the total amount of District Council expenditures exceeds the allocated amount, each Officer will receive a percentage of the allocated amount that is equal to the percentage of his/her share of the total District Council expenditure.
- 13.05 The host Chapter for the next District Convention shall be allocated funds, the amount of which to be determined at the preceding District Convention.

### **14. Publications**

- 14.01 The official Publication of the Northeast District shall be *Northeast Notes*, to be distributed two (2) times per academic year. The first distribution shall have a submission deadline on November 1, and shall be sent out no later than December 1. The second distribution shall have a submission deadline on February 15, and shall be handed out at the Northeast District Convention.
- 14.02 The District Publication shall be funded to the extent determined by the Committee on Finance at the previous District Convention.

- 14.03 In the event that no bids are recommended by the Committee on Convention Site and Publication, the District Governor(s) and the District Counselor shall appoint a Chapter to publish the District Publication within thirty (30) days after the District Convention.
- 14.04 The following criteria must be included in completed bids submitted by the opening gavel of the opening joint session of District Convention from Chapters wishing to publish the next District Publication:
- a. Current and projected financial status of separate Chapters and the joint Chapter, if one exists.
  - b. Projected membership of separate Chapters and the joint Chapter, if one exists.
  - c. Letter of support from the faculty advisor, Director of Bands, and Chapter sponsors.
  - d. Projected cost of publication.
  - e. Proposed publishing facilities.
  - f. Sample newsletter reflecting Chapter's publication ability.
  - g. Presentation to the Convention Site and Publications Committee.
- 14.05 In the absence of the selection of a Chapter to publish the District Publication at the preceding Convention, the District Governor(s) and the District Counselor shall select a Chapter within thirty (30) days after that Convention. The District Council shall then notify all Chapters and colonies within the District of this selection, along with the address and telephone number of the new publisher contact.
- 14.06 A Digital copy of the District Publication shall be sent out across the national Listserv and Northeast District Listserv. In addition, a digital copy should be posted on the Northeast District website and the publishing chapter's website. One hardcopy should be sent to the National Archive.

## **15. Alumni**

- 15.01 Alumni Associations shall be established as outlined by the National Fraternity.
- 15.02 The District Alumnus-at-Large must be recognized by the National Office as a Life or Alumni Association member in good standing.
- 15.03 The District Alumnus-at-Large shall be selected by all alumni Brothers in attendance prior to the opening separate session of the District Convention by a simple majority of all votes cast.
- 15.04 The District Alumnus-at-Large is selected by the alumni as their representative; therefore, the appointment is not subject to approval of the District President.
- 15.05 The District Alumnus-at-Large has a non-voting seat on the floor of the Convention and shall serve as an ex-officio non-voting member of the Committee on Alumni and Historical Affairs.

## **16. Precincts**

- 16.01 The Northeast District shall be divided into three (3) Precincts.
- a. Southern Precinct: Maryland, Delaware, Virginia, and the District of Columbia
  - b. Central Precinct: Pennsylvania, New Jersey, West Virginia
  - c. Northern Precinct: New York, Connecticut, Rhode Island, Massachusetts, Vermont, New Hampshire, and Maine
- 16.02 All Precinct Meetings shall be held once a year and shall be completed at least two weeks prior to the beginning of District Convention. The District Council will be responsible for promoting the Precinct Meetings. The purpose of Precincts Meetings shall be to bring Chapters together to exchange ideas on an

informal level. It will be the responsibility of the District Council to meet with each present Chapter on an individual basis.

- 16.03 The District Council will be responsible for actively recruiting Chapters to bid for Precinct Meetings.
- 16.04 The following criteria are needed to bid to host a Precinct Meeting:
- a. Letter from Administration
  - b. Letter from both Chapter sponsors when applicable
  - c. Letter from Director of Bands
  - d. Overview of meeting facilities
  - e. Projected accommodations
  - f. Financial statements from both Chapters when applicable
  - g. Tentative precinct budget
  - h. Membership statistics from both Chapters when applicable
  - i. Dining facilities
  - j. Parking
  - k. Transportation
  - l. Contact information
  - m. Preferred and alternate dates
  - n. Entertainment
- 16.05 A Chapter hosting a Precinct Meeting shall provide for the registration of all members attending the Meeting. At minimum the registration process shall record the person's name, active Chapter or colony affiliation, and membership status as one of the following: Active, Associate, Conditional, Alumni, Life, Honorary, colonist, or individual enrolled in a Membership Education Program at an established Chapter or colony.
- 16.06 The host Chapter for subsequent Precinct Meeting shall be decided at the current Precinct Meeting. Precinct bids shall be presented before the Joint Assembly of the respective Precinct Chapters at their Precinct Meeting. The Joint Northeast District Councils of Kappa Kappa Psi and Tau Beta Sigma shall then meet to determine the location of the next Precinct Meeting. The selected Chapter shall then be responsible for contacting the Chapters in their Precinct for finalizing plans for the Meetings. If no bids are received, the selection of the following year's Precinct Meeting will be left to the Joint Northeast District Council, which must select a host Chapter within ninety (90) days post Convention with the following four (4) terms:
- a. Timely completion of Chapter's district and national obligations.
  - b. Officer's impressions of the potential host Chapters.
  - c. Pursuing at least two (2) potential host Chapters.
  - d. Chapter's willingness to host.
- 16.07 Only Active, Associate, Conditional, Alumni, Life, and Honorary members, in addition to those persons actively enrolled in a Membership Education Program at an established Chapter or colony may attend Precinct Meetings. Active members must, upon registering at each Precinct Meeting, produce a valid National Membership Card or be vouched for by the highest ranking officer in attendance from his/her Chapter to ensure that all current National and local obligations to be classified as Active have been met. If it is determined by the Northeast District Council that a Chapter has Inactive members attending a Precinct Meeting, that Chapter shall be declared to be not in good standing and shall therefore forfeit their eligibility for any and all District awards for that operating year, and shall immediately give up all Delegate and Alternate Delegate(s) seats on the floor of the Convention.

## **17. Precinct Host Chapter**

- 17.01 A Precinct Meeting host Chapter may charge only reasonable fees for expenses directly related to Precinct Meeting business, including the following: publishing, photocopying and mailing of the pre-registration information, publishing and photocopying for registration packet contents, registrations packet folders, pencils/pens, etc., and food or beverages provided for breakfast, lunch or dinner. No other fees are to be collected by the host Chapter.
- 17.02 A revised budget for precinct meeting must be submitted to the District Secretary/Treasurer forty-five (45) days prior to the precinct meeting.
- 17.03 Any profit realized by a Precinct Meeting host Chapter shall be returned to the District Secretary/Treasurer for deposit into the District account by the opening of the first separate session of the upcoming District Convention. Any Chapter which fails to return said profit by this date shall therefore forfeit its eligibility for any and all District awards for that operating year and shall lose the right to be represented by a delegate or alternate delegate at the upcoming District Convention. In addition, a report will be submitted to the District Secretary/Treasurer by the opening joint session of the upcoming District Convention. This report will include, but is not limited to, the following: number of participants, registration fee, total cost incurred, and total gained or lost at said meetings. It is strongly recommended that host Chapters collect as many receipts regarding the meeting as possible as they expedite the business regarding reimbursement.
- 17.04 Each Chapter selected to host a Precinct Meeting shall publish, in writing, the date of the Meeting, as well as preliminary housing and registration information at minimum to all Chapters within that Precinct, all Nationally recognized alumni associations, all District Council members and the District Governor(s) by November 1 of the year preceding the Precinct Meeting. Said Chapters will also publish, in writing, final housing and registration fee information, as well as detailed directions and maps by January 15 of the year of the Precinct Meeting and distribute as above.
- 17.05 Each host Chapter shall send all registration information to the Northeast District Secretary/Treasurer thirty (30) days after the close of their respective Precinct meeting.

## **18. District Awards**

- 18.01 At the discretion of the District Governor(s), the Governor's Cup for the Most Improved Chapter shall be presented according to the following guidelines:
- a. Any recommendation may be sent to the District Governor(s) no later than five (5) days after the close of the last precinct meeting of the year of the District Convention at which the award would be presented.
  - b. A Chapter may be nominated by their sponsor, their Director of Bands, another Chapter, or the District Council. A Chapter may nominate no more than one (1) other Chapter.
  - c. The Governor's Cup for Most Improved Chapter will be awarded to the selected Chapter for a period of one (1) year, after which time a plaque will be given to recognize the award. The Committee on Finance at the previous Northeast District Convention will allocate sufficient funds for these awards.
- 18.02 Finalists for and the winner of the Northeast District A. Frank Martin Award shall be selected according to the following guidelines:
- a. To be considered for the Northeast District A. Frank Martin Award, a Chapter must meet all National and District constitutional obligations.

- b. Chapters will be evaluated based on their Chapter Evaluation Report. Chapters are strongly urged to show proof of advocacy of music education awareness or a completed Music Education Awareness Award application.
- c. Chapters nominated for the Award shall fill out an application, as determined by the District Council and Governors.
- d. All Chapters successfully completing the application process will receive a District Council Citation.
- e. Chapters must be in good standing with the National Chapter by District Convention as per National guidelines.
- f. The District Member-at-Large shall schedule a meeting at which the District Council shall determine the Top Five Chapters, notifying all the Chapters of the District of the results by no later than five (5) days after the close of the last precinct meeting.
- g. The District Member-at-Large will present a report to the Awards Committee at their first meeting explaining the selection process used by the District Council to select finalists from all applicants.
- h. The Committee on Awards shall hear presentations of the Northeast District A. Frank Martin Award Finalists and shall then select the Northeast District A. Frank Martin Award recipient in the following manner:
  - 1. Each Committee member and, if desired, a National Representative without Chapter ties in the Northeast District, shall after listening to the presentations, rank, in order, the nominated Chapters.
  - 2. Each ranking will be awarded points as follows: first choice, five (5) points; second choice, four (4) points; third choice, three (3) points; fourth choice, two (2) points; fifth choice, one (1) point.
  - 3. These rankings will be given to the Committee Advisor and tallied.
  - 4. The Chapter with the most points shall be awarded the Northeast District A. Frank Martin Award. In the event of a tie, a re-ranking of the tied Chapters will take place.
- i. Attendance at the committee meeting shall be limited to National Officers, District Governor(s), Committee Advisor, seated delegates, and the chair of the committee. Finalists for the Northeast District A. Frank Martin Award will receive certificates and the Chapter awarded will receive the District A. Frank Martin Award for outstanding Chapter in the District in recognition of their achievements for one (1) year, after which time a plaque will be given to recognize the award. Sufficient funds will be allocated for these awards by the Committee on Finance at the previous Northeast District Convention.

18.03 The District Outstanding Sponsor Award shall be selected according to the following guidelines:

- a. A Chapter may nominate their Sponsor(s) by submitting the following information about their Sponsor(s) to the Member-at-Large by no later than five (5) days after the close of the last precinct meeting of the year of the District Convention at which the award would be presented.
  - 1. Name
  - 2. Position/Affiliation with School Chapter (e.g. Director of Bands and Honorary)
  - 3. Number of years serving as Chapter Sponsor
  - 4. An essay answering the following two questions:
    - a) What makes your Chapter Sponsor unique?
    - b) How does your sponsor support the band, Kappa Kappa Psi, and their relationship?
- b. If after review of all submitted applications no suitable recipients are found, this award need not be given.
- c. The awards committee shall review all applications recommended by the District Council for the Outstanding Sponsor Award and select no more than one recipient each year focusing on the following criteria:
  - 1. Support of the school band program and Chapter
  - 2. Fostering a spirit of cooperation between brothers and other band members.

3. Serving to further the goals and ideals of Kappa Kappa Psi.
  - d. The District Council shall review the information submitted at a regularly called meeting and nominate three (3) to five (5) sponsors eligible for the award.
- 18.04 The Music Education Awareness Award shall be presented according to the following guidelines:
- a. A completed application must be submitted to the District Member-at-Large by no later than five (5) days after the close of the last precinct meeting of the year of the District Convention at which the award would be presented.
  - b. Award(s) shall be presented to Chapter(s) who provide outstanding service projects to primary or secondary music education.
  - c. Award(s) shall be presented to deserving Chapter(s), if any, at the Northeast District Convention.
- 18.05 The recipient of the Northeast District Personal Academic Achievement Award (NEDPAAA) shall be presented according to the following guidelines:
- a. An Active or Associate brother who is a full-time student at a college or university.
  - b. Maintaining a 3.5 grade point average or above for the previous calendar year.
  - c. Application with transcripts or grade reports must be received by the District Governor by no later than five (5) days after the close of the last precinct meeting of the year of the District Convention at which the award would be presented.
  - d. The District Governor(s) will be in charge of reporting eligible Brothers for this award prior to District Convention to the Member-at-Large.
- 18.06 The recipient of the Northeast District Chapter Academic Achievement Award (NEDCAAA) will shall be presented according to the following guidelines:
- a. A Chapter in good standing with the Fraternity.
  - b. Maintaining a 3.0 grade point average or better for the previous calendar year.
  - c. Application with verification from the Chapter Sponsor and President must be received by the District Member-at-Large by no later than five (5) days after the close of the last precinct meeting of the year of the District Convention at which the award would be presented.

## **PART II**

- 1.01 The Joint Chapter of the Northeast District of Kappa Kappa Psi and Tau Beta Sigma shall be comprised of the seated delegates of each organization meeting together in Convention.
- 1.02 Robert's Rules of Order, current edition, shall govern all Joint Chapter meetings.
- 1.03 Voting delegates for Joint Chapter Sessions shall be the same voting delegates as during the separate sessions.
- 1.04 Joint Chapter Sessions 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.
- 1.05 The agenda for joint sessions shall be determined jointly by the presiding Officers, prior to each session.
- 1.06 Motions brought forth by Kappa Kappa Psi require a second from Tau Beta Sigma and vice versa.
- 1.07 A simple majority of all delegates from each separate organization shall be required to pass a joint motion.

- 1.08 At the final joint session, reports shall be given from all Joint Committees. The Northeast District of Kappa Kappa Psi recognizes the decisions of the Joint Chapter and avows to pursue those ends in the manner most consistent with the best interest of the Fraternity.