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ORGANIZATION AND STRUCTURE

1.1 General

- 1.101..... The name of this organization shall be the Northeast District of Tau Beta Sigma.
- 1.102..... This document establishes and prescribes the authorized regulations pertaining to the functions and operations of the Northeast District of Tau Beta Sigma.
- 1.103..... The Northeast District of Tau Beta Sigma recognizes the Northeast District of Kappa Kappa Psi as an equal affiliated organization with a similar purpose, function, and role in the college and university band setting.
- 1.104..... The current edition of *Robert's Rules of Order – Newly Revised* shall govern the entirety of all meeting components of the District.
- 1.105..... All references to gender shall refer to individuals of both genders.

1.2 Governance

- 1.201..... The governing body of the Northeast District of Tau Beta Sigma shall be all Chapters of the Sorority meeting in regularly called conventions of the Chapters in the Northeast District as described in Part 5 of the National Constitution. Chapters who are not in good standing with the National Headquarters shall not be included as part of the governing body.
- 1.202..... The administrative body of the Sorority shall be the District Council, composed of all the District Officers. The District Counselor shall serve as an administrative officer.
- 1.203..... Members of the Northeast District should be in compliance with the National Constitution regarding membership status.
- 1.204..... More than fifty percent of all officially seated Delegates and proxies and at least half of the District Officers shall constitute a quorum to conduct business.

1.3 Constitution Adoption

- 1.301..... The National Constitution of Tau Beta Sigma shall supersede all contents of this document.
- 1.302..... This Constitution was officially adopted at the annual Convention of the Northeast District, held in 1987.
- 1.303..... This Constitution was officially revised at the annual Convention of the Northeast District held March 14-15, 2015 at West Chester University. It becomes effective immediately upon revision, and supersedes all previous editions.

1.4 Constitutional Amendment

- 1.401 Proposed Amendments to the constitution shall be presented in writing at the District Convention immediately following the biennial National Convention, and shall be referred at once to the Jurisdiction Committee. This committee shall report thereon at the same convention. An amendment shall be declared adopted upon a two-thirds (2/3) favorable vote by all Convention Delegates.
- 1.402..... Corrections to spelling, grammar, and numbering that do not affect the content of the Constitution may be made at the discretion of the Parliamentarian and shall not require a vote by Convention Delegates.

DISTRICT COUNSELOR

2.1 General

See National Constitution, Part 5, Section 2.

- 2.101..... The District Counselor shall award the Counselor’s Award at each Convention of the Northeast District. The qualifications for this award shall be left to the discretion of the District Counselor and will be communicated to the District at least thirty (30) days before District Convention.

DISTRICT OFFICERS

3.1 General

See National Constitution, Part 5, Section 3.

- 3.101..... The District Officers shall be the District President, District Vice President of Membership, District Vice President of Special Projects, District Secretary, District Treasurer, and District Alumni Secretary and Historian, collectively known as the District Council.

3.2 Candidacy

See National Constitution, Part 5, Section 3.

- 3.201..... A candidate for District Office shall be an Active member of a Chapter in the Northeast District, regardless of permanent residence when elected.
- 3.202..... A Candidate for District Office shall have completed one (1) semester of Active membership in the Sorority and served as an officer or head of a committee.
- 3.203..... A Candidate who wishes to be slated for District Office must submit six (6) copies of the following to the Nominations Committee; two (2) copies of each must also be submitted to the District President by the close of opening separate session the first day of District Convention, for a total of eight (8) paper copies.
- a. A letter of intent.
 - b. One (1) letter of recommendation from the Chapter.
 - c. One (1) from either the Chapter’s Sponsor or Director of Bands.
 - d. A resume of her activities and qualifications.
 - e. A summary that explains her eligibility for District Office, making sure her qualifications are in conjunction with the District and National Constitutions.
- 3.204..... In addition, the Candidate must also submit a one--page summary of their platform for each Delegate. If in the event the Candidate may miss opening separate session, she may mail the copies of her packet and the copies of her one--page summary to the District President.
- 3.205..... The Candidate also must submit her completed packet electronically to the District one (1) week prior to District Convention.

3.3 Elections

- 3.301..... The District Council shall be elected by the Chapters meeting at the District Convention. All District Officers shall serve from one District Convention to the next.
- 3.302..... The manner of elections shall be by secret ballot. There shall be no abstentions.

- a. In the event that only one Candidate is willing and able to run for a given office, she may be elected by a vote of acclamation.
 - b. If acclamation fails, Candidates not formally nominated may be written in on the ballot.
- 3.303..... A Candidate shall be considered elected upon receiving more than fifty percent of votes cast.
- a. In the event that no Candidate achieves a majority vote, the person or persons (in case of a tie) receiving the fewest votes shall be eliminated from the election and a second ballot shall be held. This process will repeat until a Candidate is elected.
- 3.304..... District Officers shall not serve more than two (2) terms in the same position.
- 3.305..... All District Officers shall receive reimbursement as deemed appropriate by the District Counselor and District Treasurer with the proper documentation.
- 3.306..... Outgoing Officers shall relinquish all material connected with their respective offices to the proper incoming Officers and shall perform an orientation with those officers no later than one (1) week after the close of District Convention.

3.4 Duties

See National Constitution, Part 5, Section 3.

- 3.401..... The responsibilities of the District Council shall be as follows:
- a. To travel and visit Chapters.
 - b. To correspond with National, District and Chapter officers on a regular basis including electronic, virtual, and in-person visits.
 - c. To attend and run Precinct workshops.
 - d. To write articles for *The Podium* and "Northeast Notes."
 - e. To execute any other projects that the District Council undertakes.
 - f. To submit a report of activities conducted during their term of office at each regularly called District Convention.
 - g. To submit an activities report for each issue of "Northeast Notes."
 - h. All District Officers are required to submit proper paperwork for reimbursement as deemed appropriate by the District Counselor, District Treasurer, and National Headquarters.
 - i. To maintain groups for correspondence and discussion via listservs, forums, or social media.
- 3.402..... The responsibilities of the District President shall be as follows:
- a. To request applications for the District Webmaster no later than thirty (30) days prior to the start of District Convention, and to appoint this position no later than thirty (30) days after convention.
 - b. To request applications for the District Parliamentarian by November 1st, and to be appointed by December 1st.
 - c. To request applications for the District Committee Chairs no later than thirty (30) days prior to the start of District Convention and to provide materials and instructions to chairs no later than fourteen (14) days prior to the start of Convention.
 - d. To supply each Chapter with one (1) copy of all tentative charges at least twenty-one (21) days prior to the District Convention.

- e. To attend the District Presidents' meeting prior to National Convention and sit as the Northeast District Delegate at the National Convention, or to attend the National District Leadership Conference, dependent on the year in office.
- f. To send Candidates for District Office Candidate information and District Office information material at least thirty (30) days prior to the District Convention.
- g. To award the Most Improved Chapter and the District Spirit Award at each Northeast District Convention. The qualifications for these awards shall be left to the discretion of the District Council.
- h. To collect all of the chapter constitutions for review by the Counselor.

3.403..... The responsibilities for the District Vice President of Membership shall be as follows:

- a. To work with the Tau Beta Sigma National Vice President for Colonization and Membership and the District Vice President of Kappa Kappa Psi towards membership development of the existing Chapters.
- b. To serve as Advisor to the Membership Committee.
- c. To notify Chapters semi-annually regarding colonization processes within the District. The Vice President of Membership is also responsible for communicating dates of colony degrees to all Chapters within the District at least two (2) weeks prior to the degree.
- d. To collect and review Chapter Membership Education Packets for input and future reference.
- e. To collect Chapter Membership Education Packets for input and to be reviewed by the Counselor in advance of an approval date of September 30.
- f. To maintain and make available a database of programs for Post Initiate Education and Project Good Member.

3.404..... The responsibilities of the Vice President of Special Projects shall be as follows:

- a. To maintain and advertise the requirements of the Life Membership Scholarship, Music Education Awareness Award, All Star Service Award, Unsung Hero Award, and Phenomenal Sister Award. The Life Membership Scholarship shall be due at least two weeks prior to the start of District Convention and shall be awarded at District Convention. The remaining awards shall be due at least two (2) weeks prior to the start of District Convention and shall be awarded at District Convention.
- b. To work with the District Member at Large of Kappa Kappa Psi to arrange a joint event per year.
- c. To serve as Advisor to the Programs Committee.
- d. To maintain Project Protect Music, incorporating and developing ways for Chapters and the District to protect and support music programs in our region.
- e. To facilitate Chapter participation with all national programs.
- f. To promote and help maintain all District programs and/or create new programs if deemed necessary.

3.405..... The responsibilities of the District Secretary shall be as follows:

- a. To collect summer contact information from each chapter in the District for distribution to all District Officers and the District Counselor.

- b. To distribute a roster including addresses and phone numbers of all Chapter Presidents and/or Secretaries within the District to the Chapters, no later than October 1.
- c. To provide documented notification of the District Convention dates to all Chapters in the District, their Chapter Sponsors, the District Officers, the District Counselor, NEDAA, the TBSAA, the National Officers, the members of the Board of Trustees, and the National Headquarters at least ninety (90) days prior to the close of registration.
- d. To record and publish the minutes of the District Convention and to distribute these to all Chapters in the District, the District Officers, the District Counselor, the National Officers, and the National Headquarters no later thirty than (30) days following the close of convention. According to the Table of Contents, the District Minutes should include:
 - i. Separate and Joint Session Minutes.
 - ii. Award Recipients.
 - iii. Committee Workshops.
 - iv. Counselor's Report.
 - v. District Officers' Reports.
 - vi. Yearly Chapter Reports.
 - vii. Delegate Committee Assignments and Committee Charges.
 - viii. Separate Committee Reports.
 - ix. Joint Committee Reports.
- e. To award the Golden Typewriter Award at each Northeast District Convention. The qualifications for this award shall be left to the discretion of the District Council.
- f. To collect materials from the seated proxies immediately following the closing joint session and to send those materials to the respective chapters within one (1) week of the close of the District Convention.
- g. To assist in improving inter-Chapter relations.
- h. To take minutes at all meetings of the District Council and distribute them to the District and National Councils.
- i. To serve as the Advisor to the Sisterhood and Spirit Committee.

3.406..... The responsibilities of the District Treasurer shall be as follows:

- a. To keep an itemized report of receipts and disbursements to be included in the yearly report.
- b. To act as Advisor to the Ways and Means Committee.
- c. To organize and implement District fundraisers.
- d. The Treasurer shall submit a current budget update and the proposed budget for the next year to the District Counselor, the District President, and the Ways and Means Committee at District Convention.

- e. To submit a separate end of the year fund-raising report to the Ways and Means Committee, stating the fundraising projects undertaken during the year and their effectiveness.
- f. To collect the Delegate Fee by the start of District Convention and implement a late fee of five (5) dollars if deemed necessary.
- g. To maintain and make available a Fundraising Activity Forum on the District website.
- h. To provide Chapters with a sample budget and to collect Chapter budgets and provide constructive feedback.
- i. To collect reimbursement forms and receipts for any District expenses incurred and submit approval of reimbursement to the District Counselor and National Accountant within thirty (30) days.

3.407..... The responsibilities of the Alumni Secretary and Historian shall be as follows:

- a. To gather and distribute information regarding application to the TBΣAA, NEDAA, and local alumni associations located within the Northeast District and Life Membership.
- b. To communicate with each Chapter's alumni contact regarding guidance of graduating seniors, ways to involve and contact alumni, and resolving difficulties with alumni.
- c. To communicate with each Chapter's history contact regarding historical archives to research and update Chapter history.
- d. To act as a liaison between the NEDAA, District Council, and Actives.
- e. To act with the Kappa Kappa Psi counterpart to improve alumni relations on a joint basis.
- f. To compile, update and maintain various pages on the District Website including: a historical archive of the Northeast District with District Officers, District Conventions, and award recipients. This archive should also include Chapter history information, information for graduating seniors, and advice on local alumni associations, NEDAA, Life Membership, alumni communication, and alumni events.
- g. To collect a copy of the most current District Convention Minutes and Constitution to include in the Historical Archives.
- h. To be responsible for collecting and compiling information for a presentation in the form of a slide show to be displayed at that year's District Convention.
- i. To serve as the Advisor to the Alumni Affairs Committee, and to invite a representative of NEDAA and TBSAA to be present at the Committee meeting.
- j. To monitor the online publication and "Northeast Notes" in conjunction with the Kappa Kappa Psi NED Historian/Alumni Liaison and to publish a biannual edition of the publication as per deadlines in 9.102.

3.5 Removal and Replacement

See National Constitution, Part 5, Section 4.

3.501..... Should the office of District President be vacated for any reason, the District Vice President of Membership shall automatically succeed to the District Presidency until the following District Convention.

3.502..... Should the office of the District Vice President of Membership, District Vice President of Special Projects, District Secretary, District Treasurer, and/or the District Alumni Secretary and Historian

be vacated, the District President and District Counselor shall appoint the new Officer. Any appointment shall take place no later than thirty (30) days after the office in question has been vacated.

- 3.503..... Any District officer may be declared unfit for office by a majority vote of the District Council. Any Officer who is so declared shall be immediately relieved of her duties. All Active chapters shall be notified of this action.
- 3.504..... In the event that an Officer will go from Active status to alumni status during their term of office they must obtain Life Membership with all fees paid by the student's graduation.
 - a. In the event that the Candidate does not obtain Life Membership by the student's graduation, the officer must relinquish their position.

APPOINTED POSITIONS

4.1 General

- 4.101..... The appointed positions of the Northeast District shall be District Parliamentarian and District Webmaster.
- 4.102..... Appointed positions shall not serve more than two (2) terms in the same position.
- 4.103..... All appointed positions shall receive reimbursements as deemed appropriate by the District Council and Counselor.
- 4.104..... The District Webmaster shall be determined no later than thirty (30) days after district convention.
- 4.105..... The District Parliamentarian shall be appointed by December 1st.

4.2 Candidacy

- 4.201..... A Candidate for an appointed position shall be an Active member of a chapter in the Northeast District, regardless of permanent residence when appointed.
- 4.202..... If a suitable Active Candidate cannot be found, the District President may appoint a member in good standing with the Sorority.
- 4.203..... Candidates for appointed positions shall have completed one (1) semester of Active status and shall have served as an Officer or head of a committee. Candidates will submit a letter of recommendation from their Director of Bands or Sponsor at the time of application.

4.3 Duties

- 4.301..... The responsibilities of the District Parliamentarian shall be as follows:
 - a. To ensure that all meetings are run according to the current edition of *Robert's Rules of Order – Newly Revised*.
 - b. To answer all questions pertaining to Parliamentary Procedure.
 - c. To revise and publish the District Constitution to the District Website, and to distribute copies of the Constitution to all chapters in the District, each District Officer, the District Counselor, each National Officer, and the National Headquarters within two (2) weeks of the close of the convention. Exceptions must be approved by the District Counselor.
 - d. To collect and review Chapter constitutions with District Council and District Counselor in order to ensure all is in accordance with National and District

Constitutions. The District Parliamentarian shall serve until her duties are discharged.

- e. To serve as the Advisor to the Jurisdiction Committee.
- g. The District Parliamentarian shall serve from December 1st until the conclusion of District Convention the following year.

4.302..... The responsibilities of the District Webmaster shall be as follows:

- a. To maintain the website, updating at least once a month, with content approved by the District Council. The website should include but not be limited to:
 - i. District Contact information including all chapters, district officers and appointed positions.
 - ii. District Constitution.
 - iii. District Convention and Precinct information.
 - iv. Fall and spring packet information including deadlines.
- b. District Webmaster will serve from Convention to Convention.
- c. To post a link to the Northeast Notes on the District Website.
- d. To provide instructions for how to use and maintain the District website.

4.4 Removal and Replacement

4.401..... Should an appointed position be vacated for any reason, the District President shall appoint a new person in their place. Any appointment shall take place no later than thirty (30) days after the position has been vacated.

4.402..... Anyone serving in an appointed position may be declared unfit for that position by a majority vote of the District Council. Anyone so declared shall be immediately relieved of her duties. All Active chapters shall be notified of this action.

4.403..... In the event that an Officer will go from Active status to alumni status during their term of office they must obtain Life Membership with all fees paid by the student's graduation.

- a. In the event that the Candidate does not obtain Life Membership by the student's graduation, the officer must relinquish their position.

FINANCES

5.1 General

See National Constitution, Part 5, Section 4.

5.101..... District funds may be used for the following purposes:

- a. Publication of the Northeast Notes.
- b. District Officer expenses.
- c. District service projects.
- d. Anything else deemed necessary by the District Council or District Counselor. The Ways and Means Committee budget should be strongly considered when planning for money transactions.

- 5.102..... The deadline for submission of receipts for the Northeast Notes shall be at the start of the first Ways and Means Committee meeting of the District Convention.
- 5.103..... A Delegate fee per Chapter must be received by a time appointed by the District Treasurer.
- 5.104..... District Officers requiring reimbursement shall submit itemized receipts along with a reimbursement form to the District Treasurer and Counselor within 30 days of the transaction.
- 5.105..... There shall be a thirty (30) day extension from the closing of business of Convention to submit receipt for reimbursement, provided that the District officer presented an estimated amount to the Ways and Means Committee, and it was put into the budget.
- a. District Officers not completing projects by the designated deadlines shall not receive reimbursement for any aspect of those projects. If extenuating circumstances arise, District funds may be used to reimburse the officer with the approval of the District President, District Treasurer, and District Counselor.
- 5.106..... In the event of financial profit at a Precinct meeting due to Registration fee, any profits received by the host Chapter will be forwarded to the Northeast District treasury with documentation of an itemized budget by opening joint gavel of Northeast District Convention. In the event of financial loss at a Precinct Meeting, the host Chapter can submit documentation to the Kappa Kappa Psi Secretary/Treasurer and the Tau Beta Sigma Treasurer for review by the Joint Council. The Joint Council, the Governors, and Counselor shall decide the amount of reimbursement, if any.
- 5.107..... In the event of financial profit at a District Convention due to registration fee, any profits received by the host Chapter will be forwarded to the Northeast District treasury by National Guidelines found in the: District Convention Budget Proposal, Final Budget Report, and Host Chapter Guide found on the National Headquarters Website. In the event of financial loss of at a District Convention, the host Chapter can submit documentation to the Kappa Kappa Psi Secretary/Treasurer and the Tau Beta Sigma Treasurer for review by the Joint Council. The Joint Council, the Governor(s) and Counselor shall decide the amount of reimbursement, if any.

MEETINGS

6.1 District Convention

See National Constitution, Part 5, Section 5.

- 6.101..... There shall be an annual meeting of the District, known as the Northeast District Convention. The location of the next Convention shall be determined at each preceding Convention. In the absence of a selection at that Convention, the District Governor(s) and Counselor(s) shall determine the next convention site by May 1st.
- 6.102..... The following criteria must be included in bids submitted by Chapters wishing to host a District Convention:
- a. Letter from Administration, such as Office of Student Affairs or Office of the President
 - b. Letter from both Chapter Sponsors.
 - c. Letter from Director of Bands.
 - d. Overview of meeting facilities, such as occupancy, set-up options, pictures of rooms, campus maps.
 - e. Projected Accommodations, such as hotels and rates.
 - f. Financial summary from each Chapter and Joint Chapter, if applicable, to include:
 - 1. Current balance.
 - 2. Projected balance at the time of the scheduled District Convention.
 - 3. Projected fundraising goals.

- g. Tentative Budget.
 - h. Membership Status Statistics (Active, Associate, Conditional, etc.)
 - i. Available Dining Options.
 - j. Parking.
 - k. Transportation including: driving directions, local airports, train stations, public transportation, and bus depots.
 - l. Contact Information (Electronic Mail and Telephone).
 - m. Preferred and Alternate Dates.
 - n. Overview of technology options such as what resources are available.
 - o. Parking.
 - p. Transportation including: driving directions, local airports, train stations, public transportation, and bus depots.
 - q. Contact Information (Electronic Mail and Telephone).
 - r. Preferred and Alternate Dates.
 - s. Overview of technology options such as what resources are available.
- 6.103..... 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, as well as contact information for the Convention committee chairs. This operations manual shall be given to the new District Convention host no later than four (4) weeks after District Convention.
- 6.104..... The date of the District Convention shall be determined by the host Chapter with approval by the District Counselor(s) and Governor(s). The host chapter must notify the Chapters in the District, each member of the Joint District Council, the District Counselor, the District Governor(s), each National Officer, and National Headquarters of the date of the District Convention within sixty (60) days of notification of being chosen host.
- 6.105..... The host Chapter shall be responsible for submitting a post-convention budget report, and any profit realized by the host Chapter during the District Convention from District Convention Fees to the District Treasurer for deposit into the District account. The report and profit must be received by June 1st.
- 6.106..... Two (2) hard copies of the completed Bids for District Convention must be submitted to the Joint Council by the final call for Convention bids in the first joint session of Convention. An Electronic completed Bid for District Convention must be received by the District Councils one (1) week prior to Convention. Completed bids must include each section that is outlined in 6.102.
- 6.107..... The host Chapter will provide a finalized list of registered Convention attendees with Chapter Designation and status in order of Chapter Designation to the District President and Secretary at the close of registration.

6.2 Precinct Meetings

- 6.201..... The Northeast District shall be divided into three (3) Precincts:
- a. NORTHERN Precinct: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont.
 - b. CENTRAL Precinct: New Jersey, Pennsylvania, and West Virginia.
 - c. SOUTHERN Precinct: Delaware, District of Columbia, Maryland, and Virginia.

- 6.202..... There shall be an annual Precinct Meeting within each Precinct. The purpose of the Precinct Meetings shall be to discuss fundraising, service projects, and other ideas not discussed at District Convention, including Pre--Convention issues. It is recommended that these meetings be held by the end of February of the New Year and be attended by at least one (1) member of each Chapter in the Precinct.
- 6.203..... Completed Bids for Precinct Meetings must be received by the final call for Precinct Bids in the first joint session of the current Precinct Meeting. Two (2) hard copies of the bid must be submitted to the Joint Council.
- 6.204..... The following criteria must be included in bids submitted by Chapters wishing to host a precinct meeting:
- a. Letter from Administration such as Office of Student Affairs or Office of the President.
 - b. Letter from both Chapter Sponsors.
 - c. Letter from Director of Bands.
 - d. Meeting Facilities Overview such as Occupancy, Set--up Options, Pictures of Rooms, and Campus Map.
 - e. Projected Accommodations such as hotels and the hotel rates.
 - f. Financial Summary from each Chapter and the Joint Chapter, if applicable, to include:
 - i. Current Balance.
 - ii. Projected Balance at the time of the scheduled Precinct Meeting.
 - iii. Projected Fundraising goals.
 - g. Tentative Budget.
 - h. Membership Statistics.
 - i. Dining Facilities.
 - j. Parking.
 - k. Transportation, including driving directions and local airports, train stations, and bus depots.
 - l. Contact Information (Electronic Mail and Telephone).
 - m. Preferred and Alternate Dates.
 - n. Overview of Technology such as what resources are available.
- 6.205..... The Joint Northeast District Council of Kappa Kappa Psi and Tau Beta Sigma shall then meet to determine the location of the next Precinct Meeting.
- 6.206..... In the absence of a selection by District Convention, the selection process of the following year's precinct meeting will be left to the jurisdiction of the Joint Northeast District Council. The Council will consider the following four (4) items and are obligated to select a host chapter within ninety (90) days:
- a. Timely completion of chapter's district and national paperwork.
 - b. Officer's impressions of potential host chapters.
 - c. Pursuing at least two (2) potential host chapters.
 - d. Chapter's willingness to host.

- 6.208..... Each Chapter selected to host a Precinct Meeting shall publish, in writing, the date of the meeting, as well as the preliminary housing and registration information at minimum to all Chapters and colonies within the District, all Nationally recognized Alumni Associations, all District Council members, the District Counselor, and all National Officers by November 1 of the year preceding the Precinct Meeting. Said chapters will also publish, in writing, the 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.

DELEGATES

7.1 General

See National Constitution, Part 5, Section 6.

- 7.101..... Each Chapter Delegate and alternate must present their membership card at the time of registration.
- 7.102..... No Chapter shall have more than three (3) officially seated Delegates to the Convention. This number shall include the Chapter Delegate and up to two (2) alternate Delegates seated as proxies. The proxies shall be seated as designated in the National Constitution.
- 7.103..... When a member is chosen to sit as a proxy for another chapter at either District or National Convention, it shall be that member's duty to report to the chapter she is representing within fifteen (15) days of the close of the Convention.
- 7.104..... Each official Delegate shall serve on the committee to which she has been appointed for the duration of the District Convention. Alternate Delegates who are not seated as proxies may be assigned to committees.
- 7.105..... No Chapter shall have more than one (1) delegate, including proxies, seated on a committee. Only those Delegates officially seated on a committee shall determine the final content of the report, although participation in discussion by observers is encouraged.
- 7.106..... Each Chapter must pay the Delegate Fee in full, submit a Chapter summary report, submit the Delegate form, and submit a Chapter constitution to have a Chapter Delegate or a chosen proxy seated. If this is not completed by the assigned deadline for all required documents, then a proxy will be appointed by the District Council.
- 7.107..... No Delegate or proxy shall serve on the Nominations Committee or the Joint Convention Site and Publications Committee when a conflict of interest would arise from their presence on the committee.

COMMITTEES

8.1 General

- 8.101..... Standing committees appointed for the District Convention shall be:
- a. Membership Committee.
 - b. Joint Convention Site and Publications Committee.
 - c. Jurisdiction Committee.
 - d. Nominations Committee.
 - e. Programs Committee.
 - f. Ways and Means Committee.
 - g. Alumni Affairs Committee.

h. Sisterhood and Spirit Committee.

Special committees may be appointed at the discretion of the District President.

8.2 Duties

- 8.201..... The Membership Committee shall be responsible for the continual development of membership education according to the National guidelines, and addresses issues regarding membership education at the Chapter and District levels.
- 8.202..... The Joint Convention Site and Publications Committee shall recommend a host Chapter for the next year's District Convention. Guidelines from the previous Convention's committee report shall be reviewed, revised if necessary, and included in the committee report for each year.
- 8.203..... The Jurisdiction Committee shall review, approve, and submit any proposed changes to the Northeast District Constitution. Any proposed amendment must earn a majority vote of the Jurisdiction Committee before it reaches the separate session. Proposed changes must be submitted in writing to the Jurisdiction Committee before the last committee meeting. Copies of approved changes must be made available to all District Officers, Jurisdiction Committee members, and Convention Delegates.
- 8.204..... The Nominations Committee shall investigate the eligibility of all Candidates for election to the offices of District President, District Vice President of Membership, District Vice President of Special Projects, District Secretary, District Treasurer, and District Alumni Secretary and Historian. The Nominations Committee may nominate no more than one (1) person for each Office and shall present this slate of names to the Convention. Nominations Committee shall also investigate the eligibility of Candidates nominated from the floor during elections. Nominations shall be a closed committee.
- 8.205..... The Programs Committee should review and offer suggestions for District programs at the recommendation of the District Council. The committee shall make recommendations for program growth and recommend any new programs.
- 8.206..... The Ways and Means Committee shall review the actual spending of District funds in comparison to the yearly budget. The committee shall review the budget for the following term at the recommendation of the District Treasurer. The Ways and Means Committee shall review the District Treasurer's report of fundraising efforts from the term and make any suggestions for improved fundraising efforts for the following term.
- 8.207..... The Alumni Affairs Committee shall be charged with reviewing the activities of the Nationally--recognized alumni organizations. It will examine, recommend, and submit to the District Convention all policy regarding Life and Alumni Association membership and the benefits thereof joining the alumni associations. The Alumni Affairs Committee shall promote measures to improve relations between Chapters and their alumni, work with the Alumni Association representatives to provide all Active, Conditional, and Associate Sisters in their last term of college or university affiliation in the Northeast District with information regarding Life, Tau Beta Sigma Alumni Association, and other alumni association memberships. This committee may meet jointly with the Committee on Alumni Affairs of Kappa Kappa Psi. The committee will discuss benefits and challenges that Chapters experience with their alumni and brainstorm ways to maintain healthy relationships with all alumni.
- 8.208..... The Sisterhood and Spirit Committee will discuss ways to increase unity and Sisterhood within the District through the teaching and learning of song, dance, and step. The committee will also discuss ways to improve District morale throughout the year and will review programs that are already in place that encourage the celebration of diversity of our Chapters and foster intra-Chapter learning opportunities. The committee will create spirit challenges for the duration of the District Convention and will recommend three exceptionally spirited Chapters to the District President for the District Spirit Award.

PUBLICATIONS

9.1 General

- 9.101..... The name of the District Publication shall be “Northeast Notes.” One (1) copy of the District Publication shall be sent to each of the following: National Executive Director, National Headquarters, National Officers, Board of Trustees members, nationally recognized alumni associations, all Northeast District Officers, Presidents of all other Districts, District Counselor/Governor. In addition, one (1) copy shall be sent to each Chapter and colony in the District.
- 9.102..... The Joint District Councils of the Northeast District will monitor an online publication of the “Northeast Notes”. The online publication will be ongoing and submissions can be received at any time. The published version of the “Northeast Notes” will be drawn from submissions on the online publication per deadlines stated in 9.102.

REPORTS

10.1 General

- 10.101..... Committee Chairpersons shall submit a report of committee activity and findings to the District Council for inclusion in the District Convention Minutes and shall give a summary of the report at District Convention.
- 10.102..... District Officers shall submit activity reports to the District Council prior to each meeting of the District Council. Their final activity report shall be submitted for inclusion in the District Convention Minutes, and a summary of their final report shall be given at District Convention.
- 10.103..... Each Chapter shall be required to submit a yearly report at the District Convention for inclusion in the District Convention Minutes.
- 10.104..... The District President will prepare a report regarding the District for the current biennium for submission at National Convention. If not able to attend, the report will be submitted by a designated representative.

JOINT CHAPTER

11.1 General

- 11.101..... The joint Chapter of the Northeast District of Tau Beta Sigma and Kappa Kappa Psi shall be comprised of the seated Delegates of each organization meeting together in Convention.
- 11.102..... The current edition of *Robert’s Rules of Order – Newly Revised* shall govern all joint Chapter business.
- 11.103..... Voting delegates for joint Chapter sessions shall be the same voting Delegates as during separate sessions.
- 11.104..... Sessions of the joint Chapter 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 presiding Officers.

11.2 **Procedures**

- 11.201..... The agenda for each joint session shall be determined jointly by the presiding Officers prior to each session.
- 11.202..... A motion shall only be considered when moved by a Delegate of one organization and seconded by a Delegate of the other organization.
- 11.203..... A simple majority of all delegates from each organization shall be required to pass a joint motion.
- 11.204..... At the final joint session, reports shall be given from all joint committees. The joint Chapter shall act on these reports and any decisions made shall be binding upon the separate organizations.