

Northeast District of Tau Beta Sigma 2016-2017 Constitution



1. ORGANIZATION AND STRUCTURE

1.1 This document (the “District Constitution”) establishes and prescribes the authorized regulations pertaining to the functions and the operations of the Northeast District of Tau Beta Sigma (the “District”). This document is an extension of the regulations prescribed by the National Constitution of Tau Beta Sigma, which shall supersede all contents of this document.

1.2 Any and all previous versions of the District Constitution along with any and all amendments shall become void and are superseded by this document. Proposed amendments to the District Constitution shall be presented in writing at District Conventions and shall be referred at once to the Jurisdiction Committee, which shall report thereon at the same convention. An amendment shall be declared adopted upon a two-thirds ($\frac{2}{3}$) favorable vote by the convention delegation.

1.3 The District Council, upon unanimous agreement, shall be authorized to correct spelling, grammar, numbering and other technical changes to the District Constitution as may be necessary to reflect the intent of the District. A record of all changes made during the year shall be presented to the Jurisdiction Committee at the subsequent District Convention.

1.4 The Standard Operating Procedures (“SOP”) is a living document maintained by the District Council, Counselors, and the District through the Jurisdiction Committee that outlines, in detail, District operations, roles and responsibilities of each officer, parameters for running for District office or bidding to host a District event, and any other functions pertaining to the District that are not described in the District Constitution. This document is meant to support the constitution, can act as a reference when needed, and will be located on the District website for complete transparency.

1.5 The Northeast District shall be comprised of three regions called Precincts. The Northern Precinct includes chapters in Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont. The Central Precinct includes chapters in New Jersey, Pennsylvania, and West Virginia. The Southern Precinct includes chapters in Delaware, the District of Columbia, Maryland, and Virginia.

2. DISTRICT OFFICERS

2.1 The officers of the District shall be District President, District Vice President of Membership, District Vice President of Special Projects and District Secretary-Treasurer, collectively known as the District Council.

2.2 Candidacy requirements for District office will be outlined in the SOP and within the guidelines of the National Constitution.

2.3 The District President shall preside over all meetings of the District and will be the official representative of the District at all Sorority functions. The District President shall be a non-voting member of all District committees, and shall appoint committee chairs and any appointed positions subject to approval of the District Counselors.

2.4 The District Vice President of Membership shall preside over all meetings of the District in the absence of the District President. The District Vice President of Membership shall be responsible for facilitating District programming related to membership education.

2.5 The District Vice President of Special Projects shall be responsible for designing and implementing District programs, awards, and historical projects, as determined by the District Council.

2.6 The District Secretary-Treasurer shall record, publish, and distribute the minutes of all District meetings. The District Secretary-Treasurer shall be responsible for controlling the receipts and disbursements of all District monies and keeping a ledger of financial transactions.

3. FINANCES

3.1 The account for the Northeast District of Tau Beta Sigma shall be handled by the National Headquarters. The District Council shall determine the use of District funds subject to approval by the District Counselors.

4. MEETINGS & COMMITTEES

4.1 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 Counselors and Kappa Kappa Psi Northeast District Governors shall determine the next Convention site.

4.2 Each Chapter shall submit a Delegate form and submit a Chapter annual report to have a Chapter Delegate or chosen proxy seated at District Convention.

4.3 Standing committees appointed for the District Convention shall be: Nominations Committee, Joint Convention Site and Publications Committee, Membership Committee, Jurisdiction Committee, Programs Committee, Ways and Means Committee, and Sisterhood and Spirit Committee. Special committees may be appointed at the discretion of the District President subject to approval by the District Counselors.

4.4 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, setup 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:

- i) Current balance
- ii) Projected balance at the time of the scheduled District Convention
- iii) 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

4.401 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.

4.402 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(s), 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.

4.403 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.

4.404 Two (2) hard copies of the completed bids for District Convention must be submitted to the District Councils 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 4.4.

4.405 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-Treasurer at the close of registration.

4.5 There shall be an annual Precinct Meeting within each Precinct of the District. The location of the next Precinct Meeting shall be determined at each preceding Precinct Meeting. In the absence of a selection at that Precinct Meeting, the District Counselors and Kappa Kappa Psi Northeast District Governors shall determine the next meeting site.

4.501 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 District Councils.

4.502 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) Overview of meeting facilities, such as occupancy, setup 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:
 - i) Current balance
 - ii) Projected balance at the time of the scheduled District Convention
 - iii) 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

4.503 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.

4.504 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 Councils. The Councils 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.

4.505 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 Counselors, 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.

5. JOINT CHAPTER

5.1 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. Sessions of the joint Chapter shall be governed by the presiding Officers of Tau Beta Sigma and Kappa Kappa Psi jointly.