

# Standard Operating Procedures

Northeast District of Tau Beta Sigma  
Updated Spring 2016



*This set of Standard Operating Procedures (SOP) acts as an established guide for operations of the Northeast District Council of Tau Beta Sigma. It will be maintained by the District Counselors, District Council, and Jurisdiction Committee each year and published to the District Website.*

## I. District Council

### CANDIDACY

The basic qualifications for Candidacy are outlined in the National Constitution, section 5.402: Candidates “shall be at least a sophomore student and an Active member of the Sorority in good standing at the time of election. Officers elected during their final year of college may serve out their current term of office, provided that a complete Life Member application, including all fees is filed with NHQ prior to the student’s graduation.”

Additional Requirements:

- Candidates shall submit their completed Candidacy packet electronically to the District Counselors one (1) week prior to District Convention. Completed packets include:
  - Letter of Intent
  - Resume
  - List of Goals
  - Projected Timeline
  - Letters of Recommendation from the Chapter, Chapter Sponsor, and any other Letters of Recommendation (Brother Chapter, Director of Bands, etc.)
- Candidates shall submit ten (10) printed copies of their Candidacy packet to the District President by the close of the Opening Separate session

### ELECTIONS PROCESS

The District Council is elected by the Chapters meeting at the District Convention. The elections process is outlined in the National Constitution section 5.403: A Nominations Committee “shall carefully investigate the eligibility of candidates for election...[and] nominate one member for each office and present the names to the Convention. Additional nominations may be made from the floor of the Convention by Official Delegates. The Nominations Committee shall determine the eligibility of any other candidates who are nominated from the floor. A majority of all votes cast shall be necessary for election.” Additional information regarding election process is available in the [District Officer Elections](#) resource packet.

## **REMOVAL AND REPLACEMENT PROCESS**

If a District Officer fails to meet the duties/expectations outlined in the Constitution or in this document, the District Counselors will proceed through disciplinary action leading up to and including removal from office. The process for removal and replacement of a District Officer is outlined in the National Constitution, sections 5.408-5.411.

Disciplinary action taken by the District Counselors will include the following.

1. Verbal warning - A conference call or in-person meeting will be set up with the officer in question, and an improvement plan will be discussed and established by the Counselors.
2. Probation - If an officer is not upholding their responsibilities and have already received a verbal warning, they will be placed on probation with clearly identified steps to improve for the probation status to be removed. This will also be shared with the rest of the council, in writing. It will also include what will happen if the terms of the probation are not met.
3. Removal - If an individual officer has failed to complete requests to be removed from a probation status and continues to be unsuccessful in officer requirements, the said officer will be brought up to the council for removal from office. Removal follows constitutional protocol and guidance from the Counselors. Counselors reserve the right to dismiss officers from their positions without a vote by the council.

Additional Processes:

- 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.
- Should a vacancy occur in the office of District Vice President of Membership, District Vice President of Special Projects, or District Secretary-Treasurer, the District President and District Counselors shall appoint the new Officer. Any appointments shall take place no later than thirty (30) days after the office in question has been vacated.
- If at any time an officer becomes ineligible to hold their District office (e.g., move outside the District, fail to pay Active membership dues, fail to enroll in band, fail to file a Life membership application prior to graduation, etc.), their service will be terminated immediately.

## **RECURRENT RESPONSIBILITIES**

The recurrent responsibilities of the District Council include, but are not limited to:

- Collect Chapter Officer Contact Information
- Collect Chapter MEP, Budget, Constitution for Counselor, National Council and National Headquarters review
- Attend District Leadership Conference, as scheduled by the National Executive Director
- Support Chapters in the on-time completion of National Documentation (CSR, FAR, Initiate Reports, etc.)
- Facilitate and attend District Events

- Precinct Meetings - Create an agenda for each meeting based on the goals of the Council and needs of the Chapters in attendance. This includes activities, workshops, and engagement with the campus at which the Precinct meeting is taking place.
- District Convention - Create an agenda for the District Convention to accomplish the business of the District as well as provide experiences for attendees based on the goals of the Joint District Councils. This includes informational and business sessions with the Joint and Separate delegations, Committee blocks, workshop and clinic blocks, and opportunities for social interaction. District Convention is also attended by National Leadership representatives who are available for presentations to the delegation, advisement of Committees, and workshop presentations.
- Transition to New Officers - Outgoing Officers relinquish all material connected with their respective offices to the proper incoming Officers during the Council Transition Meeting, following the close of District Convention, typically the Sunday morning of Convention weekend

## EXPECTATIONS

- Communication
  - Within the Council: TBSigma designated officer emails, phone calls/texts, and GroupMe will be used to communicate within the group
  - Externally (District-wide, National): The District list-serv (Wiggio) is used for large communication, as well as use of Chapter President and District-wide Facebook groups. All announcements and documents to be distributed to the District and National Council must be previewed and approved by the Counselors.
  - A 48-hour response time is expected for all communication response. If it is not possible to respond within that time frame, the Officer will notify the rest of the Council and state when they will be able to respond
  - All email communication regarding Council, Chapter, District activity will include the District Counselors (CC)
  - Conversations taking place over non-email platforms (phone, Facebook, in-person) will be either brought to email for further discussion with the Chapter/Sister involved or summarized in an email to the District Counselors
  - Communication with Alumni or representatives of Alumni Associations should be directed toward the District Counselors.
  - All appointments must be discussed with the Counselors before final decisions are made and announced (e.g., Parliamentarian, Committee Advisors, Committee Chairs, presenters, Honoraries, etc.)
- Meetings
  - District Council Meetings will be scheduled by the District President, with the intent of a set date/time for all Council Calls (“scheduling out”) to allow for advanced planning of other commitments
    - During Council Calls all Officers will participate by actively engaging in discussion (using webcam and unmuted microphone throughout), updating the Council/Counselors regarding Chapter activity, and presenting detailed updates of their ongoing projects and established timelines
    - Council Calls are mandatory for all Officers, unless specified by the District President or District Counselors

- If an Officer is unable to attend a scheduled Council Call or will be late, at least 24 hours notice must be given to the District President and District Counselors. In an emergency situation, Officers will reach out with updates as soon as possible.
- Summer Meeting - The first in-person meeting of the Council, held over the summer for strategic planning. The scheduled date for Summer Meeting 2016 is July 9-10 in Washington, DC.
- Winter Meeting - A weekend meeting scheduled with the Joint District Councils as well as the selected Host Chapters for the upcoming District Convention. In past years, Winter Meeting has been held over MLK Weekend. This time is used for final preparations for the upcoming Precinct Meetings and District Convention. The date and location of the 2017 Winter Meeting are TBD.
- Reports
  - Formal: Formal reports are submitted at Summer Meeting, Winter Meeting, and during District Convention for inclusion in the Appendix of the meeting's minutes.
  - Informal: Talking points for each Council Call are due by 11:59pm on the Sunday night prior to the Call
- District Website ([www.tbsigmaned.weebly.com](http://www.tbsigmaned.weebly.com))
  - The Council will maintain the District website with up-to-date information and complete updates, as needed, following each Council Call
- Rules and Regulations
  - The Council is expected to uphold the responsibilities that are clearly written in the District and National Constitutions, this SOP, as well as those given by the proper authorities

#### **ADDITIONAL TOPICS**

- Social Media
  - Facebook Groups (Photo Page, Joint Page)
  - Instagram
  - Twitter
- Council Connection - Each Officer is assigned Chapters in the District to assist throughout the year in an effort to build relationships and provide additional support. Officers are expected to contact their Chapters at least once per month during their term, and to report on their conversations during regular Council meetings.

#### **PRESIDENT**

The District President role is outlined in the District Constitution, section 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."

#### **RECURRENT RESPONSIBILITIES**

- General Council Management
  - Council Calls/Meetings
    - Scheduling: Council Calls will be scheduled for the semester at a set date and time. If conflicts arise or additional meeting dates are needed, the President

will inform the Council with as much notice as is possible and confirm the ability of each Officer to attend at the new date and time.

- Agenda: The agenda and Google Hangout link for each meeting will be shared about 24-hours prior to the scheduled call.

- Communication

- With Counselors: The District President and District Counselors will meet on a weekly basis over the phone or Google Hangout. More frequent meetings can be scheduled at the discretion of either the District President or the District Counselors.
- With Council: The District President will maintain individual communication with each District Officer outside of Council Calls on an as-needed basis.
- With Chapters: The District President will maintain communication with their assigned Council Connection Chapters. It is also recommended the District President have individual communication with each Chapter President at least once per semester.
- With KKPsi Council: The District President will communicate with the KKPsi NED Council, specifically the President, on a regular basis to appropriately draft messages to the District and coordinate all joint council initiatives. This includes correspondence to plan Winter Meeting, the three Precinct Meetings, and District Convention. Other collaboration may be necessary as the need arises.

- District Convention

- Committee Chairs

- Work with the District Counselors to select and appoint Committee Chairs for District Convention
- Provide expectations, materials and instructions for the Committee Chair role to selected Chairs

- Committee Charges

- Review all Committee Charges from the prior Convention year and present them to the District Counselors for review and prioritization
- Communicate these charges with the District at-large for Chapter-based review and planning for District Convention

- District Officer Candidacy/Elections

- Support the District Counselors as they run the candidacy and elections procedures

- National DLC and Convention

- The entire District Council is expected to attend National DLC each summer as determined by the National Council, as well as National Convention in odd-numbered years.

- Appointed Positions

- Request applications for the position of Convention Parliamentarian and work with the District Counselors to prepare the Call for Applications, review of applicant packets, selection of appointee, and provide training to the Appointee on the duties and expectations of the position

### **VICE PRESIDENT OF MEMBERSHIP**

The District Vice President of Membership role is outlined in the District Constitution, section 2.4: “The District Vice President of Membership shall preside over all meetings of the District in the absence of the District President. They shall be responsible for facilitating District programming related to membership education.”

#### **RECURRENT RESPONSIBILITIES**

- Membership Education Packets (MEPs)
  - Assist in the collection of Chapter MEPs for review by the District Counselors
- Membership Programs
  - Promote the implementation of programs developed by the National Vice President for Colonization and Membership at the Chapter level
  - Maintain a database of programs for Post Initiate Education
  - Lead process for selecting district honoraries and organizing ritual
  - Implement district-wide programs related to initiate and post-membership education

### **VICE PRESIDENT OF SPECIAL PROJECTS**

The District Vice President of Special Projects role is outlined in the District Constitution, section 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.”

#### **RECURRENT RESPONSIBILITIES**

- National Programs
  - Promote the implementation of programs created by the National Vice President for Special Projects at the Chapter level
  - Implement district-wide programs related to service, awards, history, and other special projects

### **SECRETARY-TREASURER**

The District Secretary-Treasurer role is outlined in the District Constitution, section 2.6: “The District Secretary-Treasurer shall record, publish, and distribute the minutes of all District meetings. They shall be responsible for controlling the receipts and disbursements of all District monies and keeping a ledger of financial transactions.

#### **RECURRENT RESPONSIBILITIES**

- Contact Information
  - Collect contact information from each Chapter in the District
  - Distribute a roster of Chapter contact information including email, addresses, and phone numbers to all Chapter Presidents and Secretaries (collected by June 1 and distributed by July 1)
- Minutes
  - Council Calls - Take minutes at all meetings of the District Council and distribute them, once approved by the District President and District Counselors, to the District and National Officers prior to the subsequent call.

- District Convention - Record and publish the minutes of the District Convention and distribute them to all Chapters, District Officers, District Counselors, NEDAA Officers, TBSAA Executive Council, National Officers, and National Headquarters
  - Additional information regarding minutes can be found in the [Template for District Convention Minutes](#) resource
- District Convention
  - Notify the District at-large as well as Chapter Sponsors, District Officers, District Counselors, NEDAA Officers, TBSAA Executive Council, National Officers, Board of Trustees, and National Headquarters of the date of District Convention by May 1st, unless given an alternate deadline by the District Counselors
- District Funds - Additional information regarding the process can be found at the [District Treasurer Fact Sheet](#)
  - Maintain an itemized report of receipts and disbursements to be included in the yearly report. The report is to be reviewed at each Council Call.
  - Collect reimbursement forms and receipts for any District expenses incurred and submit these forms to the District Counselors and National Accountant for reimbursement approval
- Budget
  - Maintain the District budget, and update as appropriate throughout the year, with review by the District Council and District Counselors
  - Submit a budget proposal for the upcoming year to the District Counselors, District President, and Ways and Means Committee at District Convention for review

## III. Meetings

### PRECINCT MEETINGS

#### SELECTION AND BIDS

Precinct Meetings locations and Host Chapters are selected at the preceding Precinct Meeting (for example, Central Precinct Meeting 2017 was selected at Central Precinct Meeting 2016). Bid presentations are made to the Joint District Councils during the Precinct Meeting day, as scheduled by the Joint Presidents. Requirements for bids are listed in the District Constitution.

### DISTRICT CONVENTION

The general business procedure for District Convention is outlined in the District Constitution with additional information for business in the [District Convention Guidelines](#). All attendees must provide membership cards to the registration tables as identification. Membership Candidates in attendance must have a letter from the Director of Bands confirming their participation in the membership process.

#### SELECTION AND BIDS

District Convention locations and Host Chapters are selected at the preceding District Convention (for example, District Convention 2016 was selected at District Convention 2015). Requirements for bids as well as information on the selection process, and Host Chapter requirements are outlined in the District Constitution, section 4.4. Financial processes for District Convention including documentation

and deadlines are outlined in the [District Convention Host Guide](#), maintained by National Headquarters.

## DELEGATES

Eligibility requirements for Chapters and individuals being seated as a Delegate are outlined in the National Constitution, sections 3.601-3.604, and District Constitution, section 4.2. The [Seating of Chapter Delegates](#) resource outlines the general process followed for District Convention.

## COMMITTEES

Committee Meetings held at District Convention are given a status (open, moderated, closed) to describe the allowed attendees within the meeting space.

- Open - Open committees are open to both assigned delegates and non-assigned entities. In open committees, only assigned delegates can vote, but all members present may contribute to discussion and participate in such activities.
- Moderated - Moderated committees are open to both assigned delegates and other non-assigned entities. In moderated committees, only assigned delegates can vote and contribute to discussion. Non-assigned participants can observe, listen, and take notes, but they have no further permissions. Furthermore, during a committee meeting, a non-assigned member may not approach an assigned member (either in person or via message) to bring their ideas to the floor.
- Closed - Closed committees are not open to non-assigned delegates. Only the assigned delegates can be present in the room and participate in discussion. All members of a closed committee are permitted to vote and contribute to discussion. They may reveal details about those conversations to other non-committee members, unless directly instructed not to by the Chair or Advisor. Closed committee members can publicly state that they agree with items from committee or if they disagree with items, and they can provide factual support for that decision, but they cannot render individual opinions.

## COMMITTEE DESCRIPTIONS

- Membership Committee (moderated, Membership Candidates not allowed)
  - The Membership Committee shall review and discuss current initiate educational materials as well as newly developed/instated Sorority policy. They will make suggestions to the National Council regarding their feedback and implementation at the Chapter level.
- Joint Convention Site and Publications Committee (closed)
  - The Joint Convention Site and Publications Committee will review District Convention bid presentations from potential Host Chapters and recommend a location for the next year. If necessary, the Committee will also review bid presentations for the next year's Precinct Meetings. The Committee will review the Northeast Notes Publication and make suggestions for its continuation in the upcoming year.
- Jurisdiction Committee (closed)
  - The Jurisdiction Committee shall review, approve, and submit any proposed changes to the Northeast District Constitution for vote by the delegation. They shall review the Standard Operating Procedures and make recommendation to the District Counselors for revision.
- Nominations Committee (closed)



- The Nominations Committee shall investigate the eligibility of all Candidates for election to the District Council. They will make a recommendation in the form of a slate of the candidates that would best fulfill the responsibilities of each office. If a candidate runs from the floor during elections, the Nominations Chair and Advisor will investigate their eligibility for office.
- Programs Committee (open)
  - The Programs Committee shall review and discuss current programs at the District and National level. They will make suggestions to the respective Vice Presidents of Special Projects regarding implementation at the Chapter level and recommend new programs.
- Ways and Means Committee (moderated)
  - The Ways and Means Committee shall review the actual spending of District funds in comparison to the yearly budget and the proposed budget from the District Secretary-Treasurer. They will submit a budget for review and vote by the delegation.
- Sisterhood and Spirit Committee (open)
  - The Sisterhood and Spirit Committee shall discuss ways to increase unity within the District and District morale throughout the year. They will review programs already in place at the District and National level and make suggestions to the District Secretary-Treasurer for the upcoming year and implementation at the Chapter level.

#### AWARDS

The District Council selects recipients and distributes awards, grants, and scholarships during the spring semester each year. Each award has specific requirements and application processes that are announced by the District Council, with approval from the District Counselors.

- Spirit Award - Awarded to a Chapter that has shown great participation in District activities throughout the year as well as at District Convention.
- Chapter Perseverance Award - Awarded to a Chapter that has endured through challenges during the year.
- Unsung Hero Award - Awarded to recognize a Sister who does not hold an Officer/Chair position and still contributes at a high level to the Chapter.
- Phenomenal Sister Award/Life Member Scholarship - Awarded to a graduating senior who has consistently demonstrated him/herself as embodying the Ideals of Tau Beta Sigma. The Sister given this award is also awarded a Life Membership on behalf of the District.
- All Star Service Award - Awarded to recognize a Chapter that has demonstrated a strong dedication to service.
- Joint Relations Award - Awarded to one Active Brother and Sister that show respect, exemplify outstanding teamwork, and have positive communication with their respective Brother or Sister organization.
- District History Award - Awarded to a Chapter that demonstrates considerable effort to explore their own Chapter history and engage with District history.
- Travel Grant - Awarded to a Chapter that travels a far distance to District Convention to offset travel costs.
- Golden Typewriter Award - Awarded to a Chapter that demonstrates excellent communication with other Chapters throughout the year. Correspondence is reviewed based on quality, not quantity.

## IV. Finances

### USE OF DISTRICT FUNDS

The appropriate use of District funds is outlined in the National Constitution, Part 5, Section 4. Proposals for funds use must be submitted to the District Council and District Counselors prior to the Council Call preceding the use of funds for review and approval.

District funds may be used for:

- Publication of the Northeast Notes
- District Officer expenses
- District service projects
- Anything deemed necessary by the District Council, with approval by the District Counselors

### REIMBURSEMENTS

District Officer expense reimbursement is outlined in the National Headquarters document [District Treasurer Fact Sheet](#).

- District Officers requiring reimbursement shall submit itemized receipts along with a reimbursement form to the District Secretary-Treasurer and District Counselors within 2 weeks of the transaction for review and submission to the National Accountant
- For District Officer expenses resulting from District Convention travel, the estimated expense amount is to be presented to the Ways and Means Committee for appropriate inclusion in the budget