

Bid Requirements

The following is information about Constitutional requirements for bid eligibility for District Convention, Precinct Meetings, and the Northeast Notes publication. Please review this information with your Chapter and Joint Chapter, if applicable, when discussing placing a bid. Notify your District Counselor and President so they are aware of the potential bids and can assist you when questions arise. Good luck and I hope you all consider creating a bid!

District Convention

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

More information about hosting a Precinct Meeting can be found in the Tau Beta Sigma Northeast District Convention Constitution section 4.4. Please review the section in its entirety while considering creating a bid. Please reach out to the District Counselor, current District Council, and immediate past Host Chapters to answer questions you may have about hosting District Convention. The immediate past Host Chapters are Iota Alpha (TBS) and Kappa Upsilon (KKY) at Marist College.

Precinct Meetings

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.

More information about hosting a Precinct Meeting can be found in the Tau Beta Sigma Northeast District Constitution section 4.5. Please review the section in its entirety while considering creating a bid. . Please reach out to the District Counselor, current District Council, and immediate past Host Chapters to answer questions you may have about hosting a Precinct Meeting. The current Host Chapter schools are the, University of Pittsburgh, Boston University and George Mason University,.