

Northeast District of Tau Beta Sigma

2023-2024 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Any and all previous versions of the District Constitution along with any and all amendments shall become void and are superseded by this document.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 to the Ways and Means 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 Ways and Means 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 Ways and Means 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.

1.41 The SOP can be edited by recommendations from the Ways and Means Committee and approval and voting by the District Counselors.

1.5 The 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 for Membership, District Vice President for Special Projects, and District Secretary-Treasurer, collectively known as the District

Council.

2.2 The District President shall preside over all meetings of the District and will be designated as the official representative of the District in the absence of the District Counselors. 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.

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

2.4 The District Vice President for Special Projects shall be responsible for supporting national programs and initiatives, as well as designing and implementing District programs and projects.

2.5 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, keeping a ledger of financial transactions, and maintaining and updating the NED website.

3. FINANCES

3.1 The National Headquarters shall administer the account for the District as proposed in the budget set out by the Ways and Means Committee as approved by the delegation. 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.

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, Membership Committee, Programs Committee, and Ways and Means Committee. Special committees may be appointed at the discretion of the District President, subject to approval by the District Counselors.

4.4 There may be an annual Precinct Meeting within each Precinct of the District. The location of the next Precinct Meeting may be determined at each preceding Precinct Meeting by the Joint District Councils with approval by the District Counselors and Governors. In the absence of an approved bid by the District Counselors and Governors for each precinct, there may be one virtual precinct meeting prior to the District Convention.

4.401 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. Electronic copies of the bid must be submitted to the District Councils.

4.402 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 (if applicable)
- c) Letter from Director of Bands
- d) Overview of meeting facilities, such as occupancy, setup options, pictures of rooms, campus maps, etc.
- 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 (Email and Telephone)
- m) Preferred and Alternate Dates
- n) Overview of technology options such as what resources are available

4.403 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 composed 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.