**Southeast District Operations Manual**

*Seventh Edition: 2018*

# How to Run for Office

*To be eligible to run for an elected office one must*:

1. Be an active member of Tau Beta Sigma in good standing at the time of election and serve the university band during the term.
2. Be at least a sophomore or a second-year student at a college or university.
3. E-mail the following to District President by specified date. This information will be placed online for the At-A-Glance Candidates for Office section:
	1. Letter of intent – this should state name, chapter, and the office
	2. Tau Beta Sigma resume – this should include anything of relevant sorority experience for the office
	3. Goals for the office
	4. Biography and professional head shot

4. Create a packet to be submitted to the Nominations Committee which contains, in addition to the above:

* 1. A letter of recommendation from the Chapter
	2. A letter of recommendation from the Chapter Sponsor
1. Any officer elected in their final semester of college may serve out their term in office providing that a complete Life Membership application, including all fees, is filed with National Headquarters prior to the student’s graduation.

# Mail-Out Due Dates and Other Duties

1. *President*
	1. Send out District Convention information (proxy forms, schedules, etc.) and Chapter Progress Reports to the chapters no later than one month prior to the set date of Convention
	2. Send reminders to each chapter at least one month prior to any National paperwork deadline
2. *Secretary-Treasurer*
	1. Send the minutes of all executive council meetings to the National President **within one week** of the meeting.
	2. Publish and distribute all Convention minutes to chapters **within six weeks** of Convention.
	3. Send Shells to chapters via email or paper format twice each semester, with exact publication dates determined by the Executive Council.
	4. Contact chapter treasurers by **October 15** of the Fall semester, and **March 15** of the Spring semester.
	5. Send out a financial status survey to all chapter treasurers by **October 15.**
	6. The Secretary-Treasurer is responsible for notifying chapters of the Rainy Day fund at the beginning of the fall semester. She or he should continue to promote the Rainy Day fund throughout the duration of their term.
	7. The Secretary-Treasurer shall conduct two fundraisers for the SED during her or his term.
		1. The type of fundraiser shall be left to the discretion of the SED Secretary-Treasurer
		2. The submissions shall be from Active chapters in the SED
	8. The SED Secretary-Treasurer shall maintain the District Fundraising database
		1. The SED Secretary-Treasurer shall be responsible for providing updated documents to the Webmaster to post on the SED website.

# Delegate and Proxy Procedures

*Each chapter must select for Convention, from within, the following:*

1. **An Official Delegate** – this person will represent the chapter during all joint and separate sessions and will be the voice and vote of the chapter during these meetings.
2. **An Alternate Delegate** – this person could represent a chapter other than their own, if that chapter does not submit a proxy form.
3. **A Proxy Chapter** – the proxy is used in the event that no members of a chapter are in attendance. The absent chapter may select another chapter to represent them during joint and separate sessions and give that person/chapter the right to vote on their behalf.

The delegate and proxy forms will be emailed to each chapter before Convention.

Failure to send in the proxy form to the President will result in a delegate being chosen from a different chapter, based on Article IX.2

# How to Bid for DLC

1. DLC is held jointly for Tau Beta Sigma and Kappa Kappa Psi, and therefore proposals must be sent to both the Tau Beta Sigma and Kappa Kappa Psi District Presidents by the set deadline.
2. *The proposal should contain the following*:
	1. The date and place at which the Conference will be held
	2. Detailed information about the accommodations (rooms available, equipment already supplied, etc.)
	3. Detailed information on nearby hotels, prices, and distance from the Conference site
	4. A completed sample schedule of the Conference (most of this will be supplied via the District Council)
	5. A letter from the Chapter Sponsor (or Sponsors) confirming and supporting the choice of location for DLC

# How to Bid for the *Eighth Note*

**HOSTING**

* The Eighth Note Committee shall be a standing sub-committee that meets between district conventions.
* The committee shall have an even representation from Kappa Kappa Psi and Tau Beta Sigma.
* All committee members shall be active members of their respective organizations.
* The Kappa Kappa Psi Vice President of Programs and Tau Beta Sigma Vice President of Special Projects shall serve as advisors to the committee.
* The committee shall be selected by way of applications to the committee.

**SIZE**

* The committee shall be composed of six members.
* There shall be three members from each organization, including the chair of each committee.
* There shall be two chairs for the Eighth Note Committee, a chair from Kappa Kappa Psi and a chair from Tau Beta Sigma.
* These committee chairs shall be selected by their respective Southeast District Councils, prior to the announcement of the committee, via virtual interviews.

**APPLICATION**

* The application shall include a description of *The Eighth Note.*
* A Kappa Kappa Psi and Tau Beta Sigma résumé shall be submitted with the application.
* A chapter letter of recommendation shall be submitted with the application.
* Application questions:
	+ Briefly explain why you would like to serve on the Eighth Note Committee.
	+ What do you hope to accomplish if selected for this committee?
	+ List any other experiences, fraternal or non, that have prepared you to work on this committee.
	+ List all school activities that you are involved with.
	+ Are you interested in serving as chair of the Eighth Note Committee? If interested, please complete the questions below. If not, please go to the last page of the application and complete the contact form.
		- What leadership experiences have you had in the past?
		- How do you hope to grow as a leader through the Eighth Note Committee if you are chosen?
* Contact form:
	+ Telephone
	+ Email address
	+ Primary source of contact
	+ Best time to contact
* On the application, there shall be a check box to indicate if the applicant would like to serve as the chair of the committee.
* Applicants interested in serving as the chair of the committee shall have a speaking interview (via phone call/skype/FaceTime/Google Hangout, etc.).
* The committee chair shall be chosen based off of the submitted application, listed experience, and interview.
* Respective councils shall decide the members of their committee based off of the submitted applications, résumés, and letters of recommendation.

**TIMELINE**

* Applications shall be distributed to the district by September 1.
* The application deadline shall be determined by the standing councils.
* Committee shall be decided and established by October 10.
* The committee shall only be announced after the committee chairs have been decided.
* The VPP and VPSP of each organization shall decide an appropriate production timeline for the print version of the publication.

**ROLES, GOALS, AND GUIDELINES**

* The three essential roles of the committee shall be:
	+ Review and edit submissions to *The Eighth Note*
	+ Communicate/advertise for *The Eighth Note*, which shall include soliciting articles and notifying when articles have been published through email, social media, and other forms of communication within a week of the set deadline.
* Minutes shall be taken during each committee meeting.
* Minutes shall be distributed to the Kappa Kappa Psi Vice President of Programs and the Tau Beta Sigma Vice President of Special Projects.
* An oral update of *The Eighth Note* shall occur twice a year at the convenience of the respective councils.
* Eighth Note Committee chairs shall give a final report of *The Eighth Note* during the final joint session at the Southeast District Convention following the Joint Actions Committee.
* All members of the committee shall be responsible for advertising *The Eighth Note* through their own social media and networks.
* The committee member in charge of reviewing and editing submissions shall present the finalized submission to the committee for committee approval before it is published.
* The committee chairs shall see that the submissions have been posted and are able to be viewed.

**MEETINGS**

* The committee chair should report to the VPP and VPSP after each meeting of the committee.
* Committee should meet once a month or more as needed to:
	+ Review submissions
	+ Discuss reaching out the chapters and generating interest
	+ Discuss what actions need to be taken for the following month
		- What kind of articles does the committee want?
		- Who do they want to hear from?
		- Events that need to be discussed
	+ Communication with the district in order to generate interest

**ONLINE**

* *The Eighth Note* shall be hosted on each of the Southeast District’s Kappa Kappa Psi and Tau Beta Sigma websites.
* Suggested website plugin for SED websites: <http://issuu.com/>
* There shall also be a page on each of the organization’s websites that acts as a blog form of *The Eighth Note*, where articles, essays, photos, etc. shall be posted that are submitted outside of the print version’s production timeline.

**FUNDING**

* There shall be an allocation of funds for the printing costs, shared equally by both Southeast District Councils.
* There shall be an allocation of funds up to, but not more than, $25.00 to cover the Southeast District Convention registration costs for *The Eighth Note* Committee Chairs, provided by their respective Councils.
* Funding for print and convention registrations may vary from year to year.
	+ Proposed Budget: Printing costs - $200/organization
	+ Kappa Kappa Psi Chair’s Convention Registration (up to $25.00)
	+ Tau Beta Sigma Chair’s Convention Registration (up to 25.00)
		- Total: $450

**PUBLICATION**

* *The Eighth Note* shall be created within a desktop publishing software (such as Adobe InDesign CC) by any member of the committee that has experience with the program.
* The dimensions of *The Eighth Note* shall be 7.5 inches wide x 10.5 inches tall.
* All design elements shall adhere to Kappa Kappa Psi and Tau Beta Sigma branding guidelines.
* The Eighth Note committee shall have creative liberty with the design of the publication, per the approval of the VPP, VPSP, Governor, and Counselor.
* The Eighth Note committee shall determine the themes/events to be included in *The Eighth Note*.
* Asterisked themes shall be required for each year’s edition of *The Eighth Note*.
	+ Brotherhood/Sisterhood\*
	+ Musicianship/music\*
	+ Service\*
	+ Leadership\*
	+ Fundraising\*
	+ Alumni/Alumni spotlight
	+ Honda Battle of the Bands
	+ Bands of America
	+ Bowl Games
	+ ESPN Game Days
	+ Drum Corps

Southeast District Convention

* **Southeast District Convention will take place in a host city.**
	1. Prior to the beginning of the Southeast District Convention, the SED counselors and governors will determine three potential cities to host the convention for the following fiscal year.
	2. Upon selection of the potential host cities, an event planner selected by the district counselors/governors will be called upon to create an individual bid for each potential host city
	3. The host city is not required to have a current active chapter of Tau Beta Sigma or Kappa Kappa Psi.
* **The Joint Actions Committee of Kappa Kappa Psi and Tau Beta Sigma will review each individual bid presented by the event planner to determine the slate for the host city for the following fiscal year.**
1. The slate will be presented to be voted on by the joint delegation at the closing joint session of the Southeast District Convention
* **Host Chapter(s) will be selected by the SED district councils based on chapter involvement, leadership, and completion of district and national requirements**.
1. The respective councils may determine other eligibility factors.
2. The host chapters’ primary location may differ from the selected host city.
3. Numerous chapters, to be determined by district councils based on chapter’s qualifications and the need for assistance, may be selected as hosts for the SED Convention

If chosen to host Convention, the host Chapter(s) **must** meet the following National deadlines:

1. December 1 – Preliminary Budget from Host Chapter(s)
2. January 1 – District Convention Fact Sheet from Host Chapter(s)
3. January 15 – Convention Website Live & Mailers from Host Chapter(s)
4. May 5th Final Budget from Host Chapter(s)

All forms due to National headquarters can be found at www.kkytbs.org/forms.html and emailed to hqna@kkytbs.org

# District Awards

1. **SED Chapter Excellence Award**
	1. Given in recognition of a chapter’s achievement of excellence in all aspects of the Sorority, including service, membership, leadership, joint relations, and fellowship.
2. **Leadership Development Award**
	1. Given in recognition to a chapter that has made great strides in developing the leadership of its members, improving them not only as Sisters, but members of the greater community.
3. **Art of Music Award**
	1. Given in recognition of a chapter’s efforts to promote music and musicianship within their chapter, bands, and community.
4. **Community Development Award**
	1. Given in recognition of a chapter’s engagement with the general public, supporting their bands through development and improvement of their community.
5. **The Farthest Traveled Award**
	1. Presented as a plaque to the Chapter or Colony that collectively travels the greatest number of miles to the Convention
	2. This will be calculated as a product of active, conditional, and candidate members, and miles traveled
	3. The host chapter will be excluded in consideration
6. **Best Chapter Representation Award**
	1. Presented as a plaque to the Chapter with the most active, conditional, life, alumni, and candidate members at convention.
7. **Chapter Participation Award**
	1. Presented as a plaque to the Chapter who has the most active members at district convention as a percentage of total active members in that Chapter, excluding the host Chapter
8. **Outstanding Chapter Assistance Award**
	1. Presented as a certificate to any Chapters that have given assistance to any other Chapter in the District, such as Chapters who serve as Colony Advising Chapters
9. **Colony Participation Award**
	1. Presented as a plaque to each Colony in attendance
	2. Presented as a certificate to any Chapters that have given assistance to any other Chapter in the District, such as Chapters who serve as Colony Advising Chapters
10. **Shells Umbrella Full Participation Certificate**
	1. Presented to any Chapters who have donated at least $1 per current Active member of the donating Chapter to the Rainy Day Fund at the time of convention
11. **Shells Umbrella Award**
	1. Presented to the Chapter who by the time of convention has donated the most to the Rainy Day Fund since the end of the previous convention
12. **Best Scrapbook Award**
	1. Presented as a framed certificate to the Chapter who receives the most votes during the Scrapbook Showcase
13. **Focus on Five Award**
	1. Presented to the Chapter who earns the most stripes and lyre pieces earned by convention
	2. It is not required to have completed the program to be eligible

The Rainy Day Fund

In order to apply for the Rainy Day Fund, the chapter must contact the District Secretary-Treasurer. If the Secretary-Treasurer feels as though the chapter has enough reason to need help they will recommend the chapter send a proposal. Upon the recommendation the Chapter should submit a Rainy Day Fund Request Proposal. The proposal should contain the following:

1. The amount of money being requested.
2. A breakdown of the usage of the money requested.
3. A statement regarding the reason for the request.
4. A letter from the Director of Bands or Chapter Sponsor supporting this request.
5. The date the funds are needed by.