**Kappa Kappa Psi**

**Midwest District Constitution**

***Preamble to the Constitution of Kappa Kappa Psi***

Be it known that Kappa Kappa Psi, National Honorary Band Fraternity for College and University Bandmembers, is an organization operating exclusively in the field of the college or university bands, and for the following several purposes:

1. To promote the existence and welfare of college and university bands to cultivate at large a wholesome respect for their activities and achievements.

2. To honor outstanding bandmembers through privilege of membership extended as a reward for technical achievement for the best in music.

3. To stimulate campus leadership and promulgate an uncompromising respect through the medium of the college and university band for gracious conduct, good taste, and unswerving loyalty.

4. To foster a close relationship between college and university bands and promote a high average of attainment by the performance of good music and selection of worthwhile projects.

5. To promote a pleasant and helpful social experience for all engaged in college or university band work and to cooperate with other musical organizations in any manner consistent with the purposes of this institution at which chapters are located.

***Constitution***

**Article I: General**

**Section 1: Function of Document**

**1.1.01** This document establishes and prescribes the authorized regulations pertaining to the functions and operations of the Midwest District of Kappa Kappa Psi.

**1.1.02** The Midwest District Secretary-Treasurer is responsible for the maintenance of this document.

**Section 2: Name**

**1.2.01** The name of this organization shall be the Midwest District of Kappa Kappa Psi, National Honorary Band Fraternity for College and University Bandmembers. The Midwest District was established on July 31, 1987.

**1.2.02** The Midwest District shall consist of all active chapters and alumni associations in: Colorado, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, and Wyoming.

**Section 3: Rules of Order**

Robert's Rules of Order, Newly Revised 11th Edition, unless otherwise specifically stated in this Constitution, shall govern the deliberations of all component parts of the Fraternity assembled in meetings.

**Section 4: Constitution Amendments**

**1.4.01** This Constitution is the amended Constitution of the Midwest District of Kappa Kappa Psi. It supersedes all previous District Constitutions.

**1.4.02** Proposed amendments to this Constitution shall be presented in writing at regularly called Midwest District Conventions to the Jurisdiction Committee. This committee will review such proposals and report thereon at the same convention. If three-fourths (3/4) of the votes cast by the convention delegates are favorable, the proposed amendment shall be declared adopted. Upon and after such adoption, it will become effective immediately, unless otherwise stated in the amendment.

**1.4.03** If the favorable vote on a proposed amendment is less than three-fourths (3/4), yet there is a majority vote, the proposed amendment shall be tabled until the next regularly called Midwest District Convention. During the interim between conventions it shall be published in the minutes of the Convention under the caption “Proposed Amendment of the Constitution.” If at the next regularly called Midwest District Convention, it receives two-thirds (2/3) of the votes cast, it shall be declared adopted and will become operative and effective immediately, unless otherwise stated in the amendment. If a favorable two-thirds (2/3) vote is not obtained, the amendment shall be declared defeated and shall not again be proposed for consideration for two (2) years.

**1.4.04** Sections and subsections of the Constitution should automatically be renumbered when changes (removals and additions specifically) are made.

**Section 5: Mail Ratification**

**1.5.01** Under extraordinary circumstances, between regularly called Conventions, an individual or chapter may submit a proposed amendment to this Constitution to the Midwest District President or Governor(s) for recommendation.

**1.5.02** Upon recommendation of the Midwest District President or Governor(s) and with the unanimous approval of the Executive Committee, the proposed amendment shall be mailed to all active chapters of the Midwest District by the Midwest District Secretary-Treasurer at the expense of the Midwest District. The votes shall be returned to the Secretary-Treasurer who shall set a reasonable deadline for the return of votes.

**1.5.03** If a three-fourths (3/4) favorable vote of all chapters in good standing is received, the proposed amendment shall be declared adopted. Upon and after such adoption, it shall become operative and effective immediately, unless otherwise stated in the amendment.

**Section 6: Construction**

**1.6.01** All provisions of this Constitution shall be consistent with the National Constitution. The National Constitution of Kappa Kappa Psi shall supersede all contents of this document.

**1.6.02** The effect of this Constitution may be altered to conform to any college or university-wide regulations according to the terms of the National Constitution. Any such alterations must be incorporated as an integral part of the particular chapter constitutions, which may be subject to review by the Executive Committee. The request shall not be approved unless they have received proof that the Constitution does indeed conflict with the school policy that the chapter is subject to.

**Section 7: Anti-Discrimination Clause**

The Kappa Kappa Psi Fraternity expressly prohibits discrimination by any component of the Fraternity by any person acting on behalf of the Fraternity on the basis of race, national origin, sex, gender, religion, handicap, sexual orientation, or marital status. Rather, it is the policy of this Fraternity to foster a spirit of mutual understanding and respect among all people, especially those involved with college or university bands, remembering that music is the universal language.

**Article II: The District**

**Section 1: Officers**

**2.1.01** The Midwest District shall be under the jurisdiction of at least one Midwest District Governor. In addition, the Midwest District shall have the following District Officers: President, Vice President, Secretary-Treasurer, and Member-At-Large.

**2.1.02** The Midwest District Governor(s) shall be selected by the National Council. The chapters assembled at the Midwest District Convention each year shall elect the Midwest District President, Vice President, Secretary-Treasurer, and Member–At–Large.

**2.1.03** The members of the Executive Committee shall be the elected Midwest District Officers. The Midwest District Governor(s) shall be a non-voting member(s). The Midwest District Governor(s) or President shall have the power to call a meeting of this committee, which may transact business by meeting, mail, telephone, computer network, or other means of communication.

**2.1.04** Each Midwest District Officer shall be an active or associate member of the Fraternity in good standing at the time of election. All Midwest District officers shall be enrolled in a full-time degree program at a college/university for the entire academic year following election to office. If, after election, a Midwest District Officer is unable to maintain full-time status, the Officer may remain in office upon approval of both the District Governor(s) and majority of the remaining Executive Comittee.

**2.1.05** To be a qualified district officer candidate, one must submit a letter of recommendation from the candidate’s director of bands or chapter sponsor, a letter of recommendation from the candidate’s chapter, a résumé, and a platform;

**2.1.05.1** In electronic form to the district governor(s), Executive Committee and the Midwest District website host chapter no less than fourteen (14) days prior to the opening of the Midwest District Convention for assembly of a candidate webpage.

**2.1.05.2** In physical form to the Nominations Committee by the end of the First Day of the Midwest District Convention.

**2.1.05.2** In the event that there is less than the number of applications necessary to fill every district office position, the district governor(s) shall be given the authority to extend the packet deadline to no later than the opening of spate session.

**2.1.06** After the Nominations Committee has made its nominations for each office, additional nominations of qualified district officer candidates may be made from the convention floor. A majority vote of the delegates shall be necessary for election.

**2.1.07** All outgoing officers shall aid newly installed officers in their transition and shall relinquish to them all materials necessary to the execution of their office immediately following the close of the Convention or the vacancy of the office.

**2.1.08** The Midwest District Governor(s) shall be the administrative officer(s) of the Midwest District and shall be a non-voting member(s) of all district committees. The Midwest District Governor(s) shall act in an advisory capacity to the National Council, the Midwest District, and the individual chapters, and shall communicate the advisement of the chapters in the Midwest District. The Midwest District Governor(s) shall be designated as the official representative(s) of the Midwest District whenever such representation shall be required. When requested by the National Council, the Midwest District Governor(s) act as the official inspection officer(s) of the Fraternity at a chapter within the Midwest District and shall communicate the advice of the National Council to the Midwest District and the chapters in the Midwest District.

**2.1.09** The Midwest District President shall preside at all meetings of the Midwest District, and shall be seated and have a vote in the National Chapter at National Convention. The President shall appoint and be a non-voting member of all district committees and shall render all possible assistance to the Midwest District Governor(s). In the absence of the Midwest District Governor(s), the Midwest District President may be designated as the official representative of the Midwest District whenever such representation shall be required. The Midwest District President shall be responsible for coordinating the Convention with host chapters. These responsibilities include finding speakers, creating a business agenda and coordinating with Tau Beta Sigma in the overall schedule.

The Midwest District President shall be a member of the National Student Advisory Committee as defined by the National Constitution.

**2.1.10** The Midwest District Vice President shall, in the absence of the Midwest District President, preside at the meetings of the Midwest District. The Vice President shall be the designated membership officer of the Midwest District and shall be responsible for fostering membership throughout the District. The Vice President shall be responsible for assisting the National Council with the external expansion of the Midwest District, including Prospective Members, New Member Colonies, and Colonies of Reactivation. The Vice President will assist active chapters with membership retention as needed, including reaching out to chapters newly on or out of Probation or Suspension. The Vice President shall act as the Sergeant at Arms at district meetings. The Midwest District Vice President shall be the first alternate delegate to the National Convention and shall assist the Midwest District President and Governor(s) in any way possible.

**2.1.11** The Midwest District Secretary-Treasurer shall record, publish, and distribute the Constitution and Convention Minutes of the Convention at which the Secretary-Treasurer was elected with a legible draft provided by the Secretary-Treasurer who was in office at the time. These documents shall be distributed to all chapters in the Midwest District, the Executive Committee, the Midwest District Governor(s), all members of the National Council and the National Executive Director, no later than forty-five (45) days after the adjournment of the Convention. All other minutes of the Midwest District must be distributed no later than two (2) weeks after a District Officer Meeting. The Midwest District Secretary-Treasurer shall control the receipt and disbursement of all monies of the Midwest District and shall give written notice of the Midwest District Convention location, date, and details one-hundred twenty (120) days prior to the date of all Midwest District Conventions to the National Officers, Midwest District Officers, and the Midwest District Chapters. The Secretary-Treasurer shall oversee the webmaster duties for publications. In addition, the Secretary-Treasurer shall be the second alternate delegate to the National Convention.

**2.1.12** The Midwest District Member–At–Large shall be the designated programs officer of the Midwest District. The Member–At–Large shall implement the plans of the Programs Committee.The Member-At-Large shall publish all award guidelines thirty (30) days before District Convention. In addition, the Member–At–Large shall visit chapters and colonies whenever possible or when deemed necessary, and work with the Midwest District Officers in corresponding with all chapters and colonies. The Midwest District Member-At-Large shall be an able representative of the active student membership at all times.

**2.1.13** Responsibilities of all Midwest District Officers include assisting in colonization of new chapters and reactivation of inactive chapters. The Midwest District Officers shall work with the colony sponsor to insure colonization. It shall be the responsibility of the Midwest District Officers to keep the National Office informed of colonization and reactivation activities.

**2.1.14** Midwest District Officers shall not have a vote at regularly called Midwest District Conventions of the Fraternity unless they have been appointed official delegates or proxies by chapters as provided in the National Constitution. The Executive Committee, as a whole, shall have only one (1) vote in the event of a tie in which case the presiding officer shall cast the tie-breaking vote.

**2.1.15** At all Midwest District Officer Meetings, the offices of President, Vice President, Secretary-Treasurer and Member–At–Large shall each have one (1) vote. A three–fourths (3/4) favorable vote of the Midwest District Officers present, unless otherwise stated herein, with at least three (3) members attending, shall be necessary for disposition of matters before the Executive Committee between conventions.

**2.1.16** In the event that the office of President becomes vacant prior to the end of the term in office, the Vice President shall succeed to the office of President. In the event of a vacancy in the offices of Vice President, Secretary-Treasurer, or Member-At-Large, the Governor(s) shall notify all chapters in the district of the vacancy and solicit applications from interested persons. Within thirty (30) days of such notice, the remaining District Officers shall choose an individual to fill the vacancy, subject to the approval of the District Governor(s). Persons filling vacancies shall serve until the next District Convention.

**2.1.17** Should any Midwest District Officer leave the Midwest District permanently during their term of office, the office shall be considered vacant, and the Executive Committee shall follow the proper constitutional policy to fill the vacancy.

**2.1.18** If a Midwest District Officer fails to uphold the duties of officer, as determined unanimously by all other Midwest District Officers and the Midwest District Governor(s) within (30) days from the objection, the office may be declared vacant. All active Midwest Chapters will be notified of the action and will have thirty (30) days in which to submit an objection to the Midwest District Governor(s) concerning the removal of the officer. If an objection is received, a three-quarters (3/4) vote of all active Midwest District chapters in good standing is required to remove the officer.

**2.1.19** All Midwest District Officers shall serve without compensation. Expenses of the Midwest District Officers, when authorized by the Midwest District Governor(s) and Secretary-Treasurer, shall be paid by the Midwest District upon presentation of a valid receipt for money disbursed in the name of the Midwest District.

**2.1.20** Receipts for reimbursement of District Officers must be received by the District Secretary-Treasurer no later than thirty (30) days after the purchase and sent to the National Headquarters within two (2) weeks of that date.

**Section 2: Finances**

**2.2.01** All funds shall be kept in a general checking account at the National Headquarters with the Midwest District Secretary-Treasurer and the Midwest District Governor(s) as the sole authorized drawers on the account. This account shall receive all Midwest District income.

**2.2.02** Midwest District revenue for the account is chiefly derived from a per capita allocation from the National Headquarters.

**2.2.03** All cash moniesregarding the Midwest District revenue will be collected and counted by the Secretary-Treasurer and one (1) District Governor, National Officer or highest ranking District Officer in attendance.

**2.2.04** The Midwest District Secretary-Treasurer shall deposit all monies into the Midwest District account within thirty (30) days of receiving payment.

**2.2.05** Any late fees incurred by a chapter’s failure to meet deadlines determined by National Headquarters shall be assessed to the offending chapter by the Midwest District, equal to the penalty determined by the National Headquarters. The collected funds will be entered into the general fund.

**2.2.06** Midwest District fund-raising shall consist of all revenue of the Midwest District that is not allocated from the National Headquarters. All Midwest District fund-raised monies shall be dedicated to the general checking account of the Midwest District.

**2.2.07** All Midwest District expenses, as authorized by the budget, shall be sent to the Midwest District Secretary-Treasurer**,** whose responsibility shall be to have debts paid from the Midwest District of Kappa Kappa Psi account at the National Headquarters. The Midwest District Secretary-Treasurer shall be responsible for expenses of the Midwest District through proper use of the requisition procedures. Requisition procedures must be completed within thirty (30) days. The Midwest District Governor(s) shall co-sign all requisitions submitted by the Midwest District Secretary-Treasurer.

**2.2.08** The Midwest District Secretary-Treasurer shall submit an itemized report on all income and expenditures of the accounts to the District Officers at each Midwest District Officers meeting. The Midwest District Secretary-Treasurer shall provide to the Ways & Means Committee a final itemized report on all Midwest District accounts and shall submit a written budget proposal for the following year in person for review by the committee.

**2.2.09** In the event that the Midwest District Secretary-Treasurer office is vacated, the Midwest District President, with the proper co-signature of the Midwest District Governor(s), shall be authorized to draw on the account until the position is filled.

**2.2.10** To determine the distribution of Midwest District Officer stipends, each officer shall submit a District Funds Requisition, supported by receipt of expenditures to the Midwest District Secretary-Treasurer, including expenditures for mileage, phone calls, postage, photocopies, miscellaneous (itemized) and, when appropriate, National Convention Registration Fee. In the event that any officer’s expenditures exceed the amount allocated by the Midwest District Ways & Means Committee, individual stipends will be proportionally awarded based on the total amount spent by all Midwest District Officers and the budgeted amount available.

**Section 3: Meetings**

**2.3.01** A regularly called convention of the Midwest District shall be held every year the convention site shall be determined by the previous convention. The convention shall be determined by simple majority vote by the delegates at a joint meeting of Kappa Kappa Psi and Tau Beta Sigma.

**2.3.02** A report regarding the Convention Site will be made by the Convention Site Committee, after which nominations may be made from the convention floor. No chapter may host consecutive conventions.

**2.3.03** In the event of extraneous circumstances requiring a new selection of a convention location, the Midwest District Joint Executive Committee shall select a new location.

**2.3.04** Special conventions of the Midwest District may be called upon a favorable three-fourths (3/4) vote of the chapters of the Midwest District in good standing or upon a unanimous vote of the Midwest District Officers.

**2.3.05** Official delegates or proxies from a majority of the chapters of the Midwest District, in good standing, together with at least one half of the Midwest District Officers, shall constitute a quorum at all Midwest District Conventions.

**2.3.06** A one hundred and twenty (120) day written notice, prior to the date of the regular Midwest District Conventions, and forty-five (45) days for all special Midwest District Conventions, shall be given to all National Officers, Midwest District Officers, and chapters in the Midwest District by the Midwest District Secretary-Treasurer or, in the Secretary-Treasurer’s absence, a person appointed by the Midwest District President.

**2.3.07** In general, the order of business at all Midwest District Conventions shall be:

a. Opening Ceremonies

b. Seating of Delegates

c. Appointment of Committees

d. Unfinished Business

e. New Business

f. Reports from Committees

g. Reports from District Officers

h. Election of Officers

i. Installation of Officers

j. Closing Ceremonies

In general, the order of business may be changed by the Midwest District Governor(s) or the Midwest District President.

**2.3.08** No fees (except as noted in Section 2.4.06 and the Midwest District Joint Bylaws) will be charged to active, associate, or conditional members attending the Convention, except as provided by the Convention Site Committee’s bidding guidelines.

**Section 4: Delegates & Proxies**

**2.4.01** Each chapter of the Midwest District in good standing with the National Chapter shall be represented at the Midwest District Convention by a delegate, alternate delegate, or proxy. Voting rights shall be limited to delegates, alternate delegates, or proxies.

**2.4.02** The active and associate members of the chapters in good standing with the National Chapter of Kappa Kappa Psi shall elect delegates at a regularly called meeting of the chapter. Each delegate and alternate delegate of a chapter shall have an official statement signed by the local chapter President and Sponsor to the effect that the delegate and alternate have been duly elected by the chapter at which they represent. In the absence of a delegate to the Midwest District Convention, a chapter may designate an alternate delegate of another chapter in attendance at convention to serve as proxy. The written proxy must be submitted and approved by the Midwest District President or presiding officer prior to the opening session of Convention.

**2.4.03** In the absence of an official delegate, or a designated proxy from another chapter, the chapter shall be represented by a proxy seated in Greek alphabetical order continuing where seating at the previous Midwest District Convention ended. If the official delegate arrives, the proxy must vacate the seat to the proper official delegate.

**2.4.04** Each delegate or proxy shall be officially seated when all Midwest District Convention registration procedures have been completed.

**2.4.05** No chapter shall hold more than two (2) proxies (i.e. shall hold more than three (3) voting seats). A chapter may hold up to five (5) voting seats in committee sessions, with no more than one (1) on the same committee, as assigned by the Midwest District President. Additional members of a chapter may participate in committee sessions.

**2.4.06** Each chapter may be assessed a delegate fee, which shall be paid to the Midwest District Secretary-Treasurer for each Midwest District Convention.

**Section 5: Committees**

**2.5.01** The appointed committees of the Midwest District shall be: Jurisdiction, Nominations, Ways & Means, Convention Site, Publications, Programs, and other committees as the Midwest District President shall deem necessary. The committees on Convention Site, Jurisdiction, and Communication and Outreach shall meet jointly with the corresponding committees of Tau Beta Sigma.

**2.5.02** All committees shall be appointed by the Midwest District President and consist of at least three (3) committee members, not including the designated chairperson.

**2.5.03** Members of all committees shall serve until relieved of member duties by the Midwest District President.

**2.5.04** The Jurisdiction Committee shall examine, recommend, and submit to the Convention floor all propositions related to the Midwest District Constitution. Any amendments to the Constitution must be submitted and reviewed by this committee before they are proposed to the Convention floor.

**2.5.05** The Nominations Committee shall investigate the eligibility of all candidates for election to the offices of Midwest District President, Vice President, Secretary-Treasurer and Member–At–Large. Officer qualifications shall include, but not be limited to the National and Midwest District Constitutional requirements. The committee shall nominate one (1) person for each office and present the same to the Convention or by an official delegate. A majority vote from the committee shall be necessary for election. The Nominations Committee will be open to all members of the Fraternity until the time at which the committee begins to prepare their nominations for Midwest District Officers.

**2.5.06** The Ways & Means Committee shall examine, recommend, and submit all propositions related to the finance of the Midwest District. It shall prepare, at every convention, an operations budget for the next fiscal year and present it to the Convention floor for approval.

**2.5.07** The Programs Committee shall determine guidelines for various Midwest District awards to be presented to the Midwest District Convention. This Committee may consist of no more than one representative from each chapter. The Midwest District Governor(s) and National Officers present at the Midwest District Convention and/or a panel appointed by the Programs Committee shall decide the recipients of the Outstanding Scrapbook and Outstanding Display awards. The Programs Committee shall determine the recipients of all other awards.

**2.5.08** All committees shall examine, recommend, and submit to the Convention floor, Midwest District President, and Midwest District Governor(s), all propositions related to the work assigned to them specificallyby the Midwest District President or Midwest District Governor(s). Reports should be submitted by the committee chairperson(s) electronically to the Midwest District Secretary-Treasurer along with a single paper copy.

**Section 6: Reports**

**2.6.01** All Midwest District Officers and chapters shall submit reports electronically and typewritten in triplicate to the Midwest District Secretary-Treasurer.

**2.6.02** All committee chairpersons shall submit reports electronically and typewritten in triplicate, including any recommendations to the Midwest District Secretary-Treasurer. One (1) copy shall be forwarded to the Midwest District Governor(s), one (1) to the incoming President, and the last to the incoming Secretary-Treasurer at the adjournment of the Convention for publication in the minutes of the Convention and to be kept in a permanent file.

**2.6.03** A report, submitted both electronically and typewritten in triplicate, shall be submitted by the Midwest District President on behalf of the Midwest District at each regularly called meeting of the National Chapter.

**2.6.04** Any reports mentioned in Sections 6.01 and 6.02 of this Constitution submitted after the close of the Midwest District Convention may be omitted from convention minutes.

**Section 7: Publications**

The official publications and web site of the Midwest District will be governed by the Midwest District Kappa Kappa Psi and Tau Beta Sigma Joint Bylaws.

**Section 8: District Awards**

**2.8.01** Kappa Kappa Psi Midwest District Awards shall include the following: Chapter “Strive for the Highest” Award,Service Showcase, Representation Award, District Scrapbook Page, Outstanding New Brother, and Outstanding Musicianship Award.

**2.8.02** Kappa Kappa Psi Midwest District Award guidelines shall be determined by the Programs Committee.

**Section 9: Joint Chapters**

All operations of the Joint Chapters shall be governed by the National Constitution and the Midwest District Joint Bylaws.

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