

Kappa Kappa Psi North Central District Constitution and Policy Handbook

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Kappa Kappa Psi North Central District Constitution

Revision Adopted on 7 April 2013

Article I – General

Section 1. Name. The name of the District shall be North Central, in accordance with the National Constitution of Kappa Kappa Psi, National Honorary Band Fraternity.

Section 2. Membership. The North Central District shall be composed of all chapters in active standing with the National Headquarters in the states of Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin, and any other chapters as determined by the National Council and the National Constitution.

Section 3. Precedence. The National Constitution and any rules and edicts of the National Chapter and National Council shall take precedence over this Constitution.

Section 4. Purpose. The Purposes of the North Central District shall be consistent with those of the National Chapter.

Section 5. Headquarters. The headquarters of the North Central District shall be located in the city of the United States in which the District Governor(s) resides.

Article II – Meetings

Section 1. District Conventions. A regularly called convention of the district shall be held every year in the spring. The location will be determined by the preceding convention, or in the absence of a decision by the convention, by the District Governor(s). The date shall be determined by the host chapter(s), subject to the approval of the majority of the district chapters.

Section 2. Special Conventions. Special conventions of the district may be called upon a favorable vote of three-fourths of the chapters of the district, or upon the recommendation of all District Officers.

Section 3. Quorum. Official delegates from a majority of the active chapters of the district, together with at least two district officers shall constitute a quorum at all district conventions.

Section 4. Delegates. Each active chapter of the Fraternity shall be represented at each District Convention by a delegate, alternate delegate, or a proxy, and have one vote. Eligibility of all delegates and seating procedures shall be consistent with the National Constitution, this Constitution, and any other rules the District adopts. All official delegates shall serve for the duration of the district convention to which they are appointed.

Section 5. Proxies. In the absence of an official delegate, a chapter shall be represented by proxy. An active chapter may submit a written proxy, designating any other chapter from the North Central District to represent it at the District Convention. All seats of active chapters in the North Central District that are vacant, after seating of delegates and written proxies, shall be filled alphabetically, beginning after the last proxy seated, with proxies from the chapters present and voting. No chapter shall hold more than two proxies (i.e. shall hold more than three voting seats). Should official chapter delegates appear following the seating of the proxies, the chapter's proxy shall cede the seat to the official chapter delegate.

Article III – Officers

Section 1. Governor(s). The District shall be under the jurisdiction of the Governor(s), who shall be appointed by the National Council in accordance with the National Constitution.

Section 2. Officers and Duties. The officers of the North Central District shall be the Governor(s), President, Vice President of Membership, Vice President for Programs, and Secretary-Treasurer. These officers shall perform the duties prescribed by the

National Constitution, this Constitution, the parliamentary authority, and such other duties applicable to the office and adopted by the District. With the exception of the Governor(s), officers shall be installed at the district convention and serve a term from district convention to district convention. All outgoing officers shall aid newly installed officers in their transition.

Section 3. Election. The District may adopt procedures for officer elections, which shall be consistent with the National Constitution and this Constitution.

Section 4. Qualification. All candidates for elected district offices must meet the requirements and qualifications found in the National Constitution and this Constitution, and meet any adopted by the District.

Section 5. Vacancy in Office. In the event that the office of President becomes vacant, the Vice President of Membership shall automatically succeed to the office of President until the next District Convention. In the event that the office of Vice President of Membership, Vice President for Programs, or Secretary-Treasurer becomes vacant, an officer will be appointed by the remaining officers with the input of the candidate's home chapter and with the approval of the Governor(s).

Article IV – District Council

The District Council shall consist of the President, Vice President of Membership, Vice President for Programs, Secretary-Treasurer, and Governor(s). The District Council shall act as the executive body of the District and shall meet at times adopted by the District. The Council may transact business electronically, using a procedure mutually agreed upon by the council and approved by the Governor(s), as long as minutes are recorded for the meeting.

Article V – Committees

Section 1. Standing Committees. The standing committees of the District shall be the Committee on Nominations, the Committee on Conventions, the Committee on Jurisdiction, and the Committee on Finance. The duties of these committees shall be consistent with this Constitution and any other duties prescribed by the District Council and the District.

Section 2. Other Committees. Such other committees, standing or special, shall be appointed by the President as the District or the District Council shall from time to time deem necessary to carry on the work of the district. Any committee may be combined with another committee, or divided into multiple committees.

Section 3. Appointment. Each committee shall be appointed by the President, with the exception of the Committee on Nominations, which may be appointed by the Governor(s) in the event that the President is running for an additional term of district office. Each committee shall be represented by at least three chapters and may be comprised of delegates and alternate delegates. Committees serving outside of convention shall be represented by at least three chapters and shall be comprised of active members of chapters in the district.

Section 4. Advisors. Each committee of the district shall be advised by at least one person who shall be an ex-officio, non-voting member of the committee, appointed by the President and approved by the Governor(s).

Article VI – Finances

Section 1. Accounts. All accounts of the District shall be held by the National Headquarters, in accordance with the National Constitution. All financial transactions shall be in accordance with the National Constitution.

Section 2. Budget. The annual budget for the district shall be formulated by the Committee on Finance at each district convention and approved by the delegation. The budget may be revised by a procedure adopted by the District.

Section 3. Chapter Fees. No fee may be levied against a chapter by the District unless a majority the delegation has voted to instate said fee one district convention before it goes into effect.

Section 4. Officer Expenses. All District Officers shall serve without compensation. Expenses of the District Officers, when authorized by the District Governor(s) and Secretary-Treasurer, shall be paid by the District upon presentation of a valid receipt for money disbursed in the name of the District. Such statements shall be submitted no later than the opening of the annual convention or the reimbursement shall be forfeited. The definition of appropriate expenses may be adopted by the district.

Article VII – Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the District in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the District may adopt.

Article VIII – Amendment of Constitution

Section 1. Amendment. This Constitution may be amended at any regular convention of the District by a two-thirds vote of the delegation, provided that the amendment has been submitted in writing to the President and Governor(s) and has been reviewed by the Committee on Jurisdiction.

Section 2. Suspension. An article or section of this constitution may be suspended by a two-thirds vote, provided that the suspension of the article or section does not cause conflict with the National Constitution. Suspension of the constitution shall otherwise be considered as a motion to suspend the rules.

Kappa Kappa Psi North Central District Policy Handbook

Revision Adopted on 7 April 2013

Article I – General

The North Central District Policy Handbook shall serve as guidance for the operation of the district and shall outline any rules and regulations not found in the National Constitution and North Central District Constitution. The National Constitution and North Central District Constitution shall have precedence over this Policy Handbook. The policies herein shall be considered Special Rules of Order.

Article II – Officers

Section 1. Duties. In addition to the duties found in the National Constitution and North Central District Constitution, the officers shall have a thorough knowledge of the policy documents of the National Chapter and of the District; maintain strong communication with chapters, Governor(s), National Headquarters and each other; plan and execute effective and educational events for the district; work with event hosts to ensure proper communication with the district; work with the District Convention coordinators to insure a smooth-running convention; and be well versed in issues of the district before attending block meetings.

Section 2. Governor(s). In addition to the duties found in the National Constitution, the North Central District Constitution, and this Handbook, the Governor(s) shall ensure all monies distributed stay within the pre-determined budget; and oversee a smooth and orderly transition period following the election of new officers.

Section 3. President. In addition to the duties found in the National Constitution, the North Central District Constitution, and this Handbook, the President shall remind chapters of all deadlines one month in advance for all forms and submissions, including copies sent to National Headquarters, the Governor(s), and the District President; be responsible for organizing educational workshops at the Leadership Conference and Block Meetings; shall coordinate block meeting scheduling with host chapters; and collect and coordinate district convention delegate information.

Section 4. Vice President of Membership. In addition to the duties found in the National Constitution, the North Central District Constitution, and this Handbook, the Vice President of Membership shall coordinate and design the district internal and external expansion programs, promoting greater internal chapter strengths and greater chapter involvement in the district; solicit for copies of all chapters' membership education programs according to district deadlines; assist chapters with their membership education and continuing membership programs and ensure that they comply with national policies; shall be responsible for organizing a Membership Education Retreat for the district; certify the credentials of the delegates at district convention; and foster relations among new colonies and chapters within the district and assist the National Vice President for Colonization and Membership in these capacities when needed.

Section 5. Vice President for Programs. In addition to the duties found in the National Constitution, the North Central District Constitution, and this Handbook, the Vice President for Programs shall be responsible for designing and implementing programs as determined by the District Council; plan a summer social gathering for the district; create and maintain an awards packet, covering all district and national awards; publish criteria pertaining to all district awards to all chapters of the district, according to district deadlines; and compile a report at the end of the term of all recipients of district awards and all NCD recipients of national awards during the term.

Section 6. Secretary-Treasurer. In addition to the duties found in the National Constitution, the North Central District Constitution, and this Handbook, the Secretary-Treasurer shall edit and publish all minutes and reports of the District Convention as an incoming officer; audit the previous year's finances; record and distribute to the district all minutes of district council meetings; edit and publish changes to the Constitution and this Handbook; distribute and collect all SPAM contracts; submit regular budget reports to the Governor(s); submit quarterly budget reports to the District on June 1st, September 1st, January 1st, and 45 days before convention; send reminders to chapters of all financial obligations, district and national, 30 days prior to their

due date; prepare a budget proposal for the next year's term to be reviewed by the Committee on Finance; serve as advisor to the Committee on Finance; submit a final budget report at convention; collect any delegate fees at district convention; and as an outgoing officer, compile all minutes and reports of the District Convention and send to the incoming Secretary-Treasurer.

Section 7. Attendance. All District officers are expected to attend every district event, including but not limited to District Convention, officer meetings, district workshop meetings, district social events, National Convention, and any other District or National Event deemed necessary by the Governor(s). Officers may work out absences on a case-by-case basis with the Governor(s) at least one month in advance of any missed events.

Section 8. Meetings. Council meetings shall be held directly after convention, at least once during the summer, at least once during the winter, and any other times deemed necessary by the Governor(s).

Article III – Officer Election

Section 1. Eligibility. To be eligible to hold elected office, a candidate must meet all of the eligibility requirements found in the National Constitution and the North Central District Constitution. All candidates must notify the District President and Governor(s) in writing 45 days before District Convention. Notification must include a cover letter, goals, and resume. Notification may be made by mail or by email attachment. At convention, each candidate must submit eight copies of their cover letter, goals, resume, and letters of recommendation from the candidate's Chapter and Chapter Sponsor (or Director of Bands) to the Committee on Nominations, including ex-officio members, by the conclusion of the first separate business session.

Section 2. Election. As consistent with the National Constitution, a majority of all votes cast by delegates at the District Convention shall be necessary for the election of district officers. Delegates may vote for any eligible candidate or may vote "Vacant". A vote of "Vacant" shall be counted as a valid vote and shall be included in the total votes cast. Abstentions are still not counted toward the total votes cast. If "Vacant" receives a majority of votes cast in any ballot, then the office shall be left vacant. In the event that no candidate receives a majority of the votes cast, a run-off election shall be held between the two candidates who received the most votes. If "Vacant" is one of the top two vote recipients in the first ballot, but no candidate or "Vacant" receives a majority of the votes cast in the first ballot, then "Vacant" shall be considered a finalist for the run-off election. In the event that no candidate receives a majority of the votes cast in the run-off election, the office will be declared vacant, and the 30-day process for filling vacant offices will begin.

Section 3. Vacancies. The District Council must announce any vacancies and allow members of the district 30 days to submit applications to the Council before they consider any appointments. The Council may set its own list of materials needed in the application.

Section 4. Officer Removal. An officer may be removed from office for misconduct or neglect of duty. Grievances may come from district officers, chapters, or Governors, and shall be submitted to the Governor(s). The Governor(s) shall assess if the grievance is legitimate and make an initial decision on whether to investigate further. If investigation is needed, Governors will handle grievances on a case-by-case basis, allowing the officer in question to speak in their defense. The Governor(s) shall solicit a recommendation from the other officers and have the final decision on whether to remove the officer. If the officer is removed, the district will be notified that the office is vacant and the 30-day appointment period will begin. If the officer is not removed, the party that claimed grievance will be notified. In all cases, the Governor(s) shall keep a sealed record of the proceedings.

Article IV – Committees

Section 1. Committee on Nominations. The committee shall investigate the eligibility of all candidates for district office; coordinate interviews with each candidate; and shall recommend to each office at most one eligible candidate. The committee reserves the right to slate, not to slate, or nominate any of the eligible candidates to any of the four offices, and reserves the right to not recommend any candidate to any of the offices.

Section 2. Committee on Conventions. This committee shall review all bids to host the next district convention; use the Convention Bidding Sheet¹ and supporting documents to evaluate the bids; coordinate presentations with each chapter or set of chapters bidding for convention; and make a recommendation to the delegation. The committee has the right to recommend leaving the convention site decision to the Governor(s).

Section 3. Committee on Jurisdiction. This committee shall review any amendment proposals to this Constitution or the Policy Handbook, and either make recommendations to the delegation or forward them on to another committee.

¹ See Appendix B

Section 4. Committee on Finance. This committee shall prepare a budget proposal for the next fiscal year, to be presented for approval to the delegation. The committee may consider any other business related to district finances.

Section 5. Appointment. Committee appointment shall be consistent with the National Constitution, NCD Constitution, and any other rules the district adopts. Delegates and alternate delegates may be appointed to no committee based on overall committee size and paperwork deadlines.

Section 6. Appointment Limits. Delegates from chapters where members are running for office in the North Central District shall not serve on the Committee on Nominations. Delegates from chapters who are bidding to host the next year's district convention shall not serve on the Committee on Conventions. Chapters who are hosting the current convention are recommended to be seated on the Committee on Conventions, but not recommended to chair. No chapter's delegate shall serve as chair of any given committee for more than one consecutive year.

Section 7. Closed Committees. All meetings of the Committee on Nominations and Committee on Conventions will be in executive session. Any committee may be closed to the public by the Governor(s), the President, or committee chair.

Section 8. Charges. The President shall publish the charges for each committee no less than 15 days before the start of convention.

Article V – Convention Delegates

Section 1. Delegate Seating. No delegate will be seated until any delegate fees are paid and all required paperwork and identification are submitted.

Section 2. Proxy Delegates. Chapters designating another chapter to serve as their proxy must submit the proper form to the President 45 days before convention in order for that proxy to be official.

Section 3. Proxy Delegate Rotation. The rotation for proxy delegates shall continue from convention to convention. The last chapter seated as proxy delegate was during the 2013 NCD Convention and was the Theta Zeta Chapter, Ashland University. The next chapter eligible to serve as proxy in open seating will be the Iota Lambda Chapter, University of Mount Union.

Article VI – Reports

Section 1. Chapter Reports. Each chapter shall file a Chapter Summary Report (by June 1st) and a Fall Activity Report (by December 1st) to the National Headquarters, District President, and District Governor(s). Each chapter shall file a Convention Chapter Report to the Vice President for Programs at the beginning session of Convention.

Section 2. Membership Education Programs. Each chapter shall submit their current Membership Education Program to the Vice President of Membership and Governor(s) by December 1st of each year. The submitted packet must include at least the following, with addition requirements to be set at the discretion of the Vice President of Membership: Recruitment Philosophy and Plan, Schedule of Events, and Continuing Membership Education Program. At the discretion of the Vice President of Membership and Governor(s), a chapter may be required to submit updated copies at other points in the year.

Article VII – Finances

Section 1. Reimbursement. All receipts and paperwork must be turned in within 30 days of their date, unless authorized by the Secretary-Treasurer and Governor(s).

Section 2. Officer Reimbursement. The Governor(s) may be reimbursed by the district for printing and mailing costs related to the management of the district. All other officers may be reimbursed for travel, lodging, printing, mailing, meal expenses, and any other management expenses, as approved by the Governor(s). Alcoholic beverages will not be reimbursed. All officer reimbursements must be within the amount allowed in the budget.

Section 3. Budget Amendment. The amount budgeted for any line item in the budget approved at district convention may be amended with a unanimous vote of the district council and approval of the Governor(s). Additional line items may be added to the budget with a unanimous vote of the district council and approval of the Governor(s). When amendments to the budget have been made, the Secretary-Treasurer shall note them in the quarterly budget report.

Section 4. Convention Host Reimbursements. Reasonable reimbursements will be made to convention hosts for award plaques and certificates, and any other such items as budgeted by the district. All such reimbursements must be approved by the Secretary-Treasurer and Governor(s).

Article VIII –Convention Site Hosting

Section 1. Convention Site Selection. All chapters bidding for convention must send the following to the Governor(s), TBΣ Counselor(s), and both NCD Presidents 45 days before the start of convention: completed Convention Bidding Sheet²; letter of intent; letter of recommendation from chapter sponsor or director of bands (at least one for each chapter); letter of acknowledgement from each chapter’s university student affair office (or equivalent office); confirmation of availability on dates and back-up dates for all locations; floor plans and dimensions for any space used; one unsigned contract, sales agreement, or quote from the hotel or convention center (signed documents will be rejected); preliminary budget; sample program of events from the hotel or convention center, with rooms and times; and one unsigned contract, agreement, or form for the Winter Meeting facilities, with room information and quotes for AV equipment. Submissions will be accepted by mail or email attachment. Bidding chapters shall submit five copies of their bid packets to the Committee on Conventions by the start of the opening session at convention. All bidding chapters will be required to present and answer questions in front of the Committee on Conventions.

Section 2. Elections. For the purposes of convention site selection, delegates may vote for any eligible bid or may vote “Vacant”. A vote of “Vacant” shall be counted as a valid vote and shall be included in the total votes cast. Abstentions are still not counted toward total votes cast. If “Vacant” receives the majority of votes cast, then the convention host shall be left vacant. If “Vacant” is one of the top two vote recipients in the first ballot, but no convention host or “Vacant” receives a majority of votes cast in the first ballot, then “Vacant” shall be considered as a finalist for the run-off election

Section 3. Convention Contracts. All chapters hosting convention shall follow all policies involving convention contracts adopted by the National Chapter and National Council. The District Governor(s) shall have final negotiating powers on all convention contracts, and shall be empowered to appoint a negotiator to represent them.

Section 4. Registration. The Convention Host(s) shall send out all mailings related to convention registration and hotel reservations by January 15.

Section 5. Transition. A meeting shall be held between the previous host(s) and the new host(s) at the end of convention. This meeting will serve as a transition session between the two schools. At this meeting, all pertinent information including a list of everything that was needed at convention will be presented to the new host(s).

Article IX – Events

Section 1. Leadership Conference. A Leadership Conference shall be held in the fall or winter (opposite of the Membership Education Retreat) and hosted by a chapter chosen by the District Council. The Leadership Conference shall begin the year for the district and develop leadership qualities and skills for all members.

Section 2. Membership Education Retreat. A Membership Education Retreat shall be held in the fall or winter (opposite of the Leadership Conference) and hosted by a chapter chosen by the District Council. The Membership Education Retreat shall serve to better chapters’ Membership Education and Continuing Membership Education Programs.

Section 3. Block Meetings. Block Meetings shall be held in the spring in order to further chapters and members of the district, and shall be organized by the officers of the district. The district shall be divided into three geographical Blocks: North Block, South Block, and West Block. The dates for the block meetings shall be set by the district council and offered to the host chapters on a first come first serve basis by September 1st. If a school cannot host a block meeting, they will be listed as alternate and the next chapter in the rotation will be contacted. The dates and locations for the block meetings shall be announced to the district by November 1st.

Section 4. Host Chapter Rotation. The school listed at the top of their region’s list shall be the school hosting their region’s block meeting with the school underneath acting as the alternate. After a school has hosted an official district event (block meeting or otherwise), their name shall go to the bottom of their respective block list. Alternate schools who do not host an event will stay at the top of the list until they have hosted an event. Schools where chapters have been newly installed will be placed in their geographical block’s rotation to host a block meeting at least three years after their installation and after any other chapters that have not hosted a block meeting who were installed before them. Colleges and universities that no longer have a chapter of KΚΨ

² See Appendix B

or TBΣ will be removed from the rotation. The Secretary-Treasurer will be responsible for updating the rotation following each district convention and chapter installation. The current rotation shall be as follows:

North Block

Michigan State University
Albion College
Kent State University
Bowling Green State University
University of Akron
University of Mount Union
Ohio Northern University
Eastern Michigan University
Tiffin University
The University of Michigan
Central Michigan University
Western Michigan University
Grand Valley State University
Ashland University
University of Toledo

South Block

Otterbein University
Ohio University
Central State University
University of Kentucky
Kentucky State University
University of Louisville
The Ohio State University
Northern Kentucky University
Miami University of Ohio
Marshall University
Capital University
University of Cincinnati

West Block

Illinois State University
Quincy University
Indiana State University
McKendree University
Purdue University
Butler University
Northern Illinois University
Indiana University
Eastern Illinois University

Hosts for the 2014 Blocks³ and their alternates are:

- 1) North Block: Michigan State University; Albion College (alternate)
- 2) South Block: Otterbein University; Ohio University (alternate)
- 3) West Block: Illinois State University; Quincy University (alternate)

Section 5. Summer Function. The Vice President for Programs shall plan a social event for the district to be held in the summer months within the district. The site shall be researched by the outgoing officer and presented at district convention. The incoming officer shall plan and execute the event.

Article X – Programs

Section 1. Special Project Assistance Monies (SPAM). The SPAM program is a reimbursement program meant to help chapters start a project, or assist in the completion of an existing project that benefits the entire band program and is outside the realm of administrative fiscal responsibility. This reimbursement program is targeted for, but not limited to, smaller chapters. Chapters will be eligible for SPAM when they submit a form to the KKΨ NCD Vice President for Programs and the TBΣ NCD Vice President for Special Projects 45 days before convention. The District Council may require additional documentation, such as chapter budgets or financial records. The district council shall review and award SPAM grants at convention and there shall not be a minimum or maximum number of grants awarded each year. The criteria for awarding grants shall be 1) effect on the entire band program, 2) service to the band, as opposed to the chapter(s), and 3) percentage of chapter members involved. The maximum allotment for total SPAM grants awarded in any year shall be consistent with the total money budgeted for SPAM by the North Central Districts of KKΨ and TBΣ, which shall equally provide the funding. Upon approval of the committee, a contract will be signed at convention by the chapter(s) involved, the Secretary-Treasurer, and the Governor(s). This contract, when signed, will bind the chapter(s) to the project. A report on the outcome of the project and the receipts for the project will be due 60 days after the close of convention. Chapters must submit both the report and all of the receipts in order to receive reimbursement. Extensions to the 60-day period may be made on a case-by-case basis, and are to be approved by the Governor(s).

Section 2. Convention Bands. The district shall host an intercollegiate band at each district convention, to be made up of musicians from the schools of the district who have applied beforehand. The guest conductor of the intercollegiate band shall be chosen by the Governor(s). The district shall host a reading band at each district convention, to be made up of participants in the convention. Professional conductors in the district will be invited to take part in the reading band, and student conductors may apply to conduct.

Section 3. Grants. All grants distributed by the district, including, but not limited to National Convention and Leadership Symposium grants, shall be reviewed and granted by the district council. In order to choose recipients, the council may request application materials from the applying chapters or individuals, including financial information. The Secretary-Treasurer shall notify all groups applying for grants about the decision of the Council in a timely matter and work with winning groups to reimburse expenses when appropriate.

³ Updated as of 2/3/13

Section 4. Internet Communication. The district council shall be empowered to appoint administrators for any forms of internet communication (e.g. listservs, websites). The administrators shall serve the district indefinitely.

Article XI – Awards and Honors

Section 1. Superior Achievement Award. To be eligible for this award, chapter must submit the Fall Activity Report and Chapter Summary Report on time to the National Headquarters, Governor(s), and NCD President; submit chapter fees, membership dues, and pay all outstanding debts on time to the National Headquarters; submit Membership Education Program on time to the Governor(s) and Vice President of Membership; and fulfill any other obligations required by the Governor(s). Governor(s) may allow exceptions on a case-by-case basis, after soliciting a recommendation from the district council, and shall have the final decision in all chapters awarded.

Section 2. Governor's Cup. This award honors the most outstanding chapter(s) in the North Central District, and is awarded to chapters that best exemplify the ideals of our national organization as expressed in the preamble of our constitution. To be eligible to bid, a chapter must first qualify for the Superior Achievement Award. Chapters will be notified of their eligibility and be given the presentation packet within one week after the Membership Education Retreat. Chapters in contention for the Governor's Cup must submit to the Governor(s), 45 days before convention, a completed questionnaire; and to the Governor(s) in-person directly before the presentation at Convention the following information in a black three-ring binder: cover sheet with name of chapter and school (must be first), table of contents (must be second), questionnaire and answers, fact sheet, proper documentation where directed, letters of recommendation from the Chapter Sponsor and Director of Bands, and any other pertinent information. In addition, each chapter bidding for the Governor's Cup must take part in the poster session at convention. Each chapter seeking the award will give a presentation and entertain questions from a panel not to exceed five minutes. The presentation schedule will be finalized by the Governor(s), with a maximum of three members being allowed to present for each chapter. The panel will be formed by the Governor to review the written information and presentations and to recommend the recipient(s) to the Governor(s), who will have final deciding powers. A standing invitation will be given to all attending National Officers, to establish an equitable review of the process. The Governor(s) may amend any part of the Governor's Cup qualifications and criteria at any time.

Section 3. Chapter Improvement Award. This award recognizes outstanding improvements by a chapter or chapters in the North Central District. The Governor(s) may present this award to any chapter that they feel has made a tremendous improvement over the past year. No limit is given to the number of awards annually, nor is it necessary that it be awarded each year. All chapters in good standing with both the National Council and the District are eligible for this award.

Section 4. Outstanding Service Project Award (OSPA). This award recognizes chapters that have designed and implemented exceptional service projects to assist the band(s) of their respective schools and is used to reinforce the purposes of Kappa Kappa Psi and Tau Beta Sigma. To be eligible, chapters must submit an application 45 days before convention to the KKΨ NCD Vice President for Programs and the TΒΣ NCD Vice President for Special Projects, and may apply either separately or jointly, but not both. A questionnaire asking about specific parts of the project will be part of the application. The projects will be reviewed and a winner will be selected by the District Council. In the case of a tie, the Governors and Counselor will decide the winner of the award. In the event that the committee does not deem a project outstanding, the committee reserves the right not to present the award.

Section 5. Chapter Participation Award. This award recognizes the chapter with the largest percentage of their active members in attendance at district convention. The data will be taken from the Convention Chapter Report, totaled by the Vice President for Programs, and presented at district convention. District officers do not count in any totals and host chapters are exempt.

Section 6. Chapter Distance Award. This award recognizes distance traveled by a chapter to district convention. The score is computed by multiplying the percent of the active chapter present at the convention by the distance (in miles) traveled to the convention site. The data will be taken from the Convention Chapter Report, totaled by the Vice President for Programs, and presented at district convention. District officers do not count in any totals and host chapters are exempt.

Section 7. Golden Gas Can Award. This award is meant to advance and garner participation in traveling throughout the district to other chapters in hopes of building better relations. Chapters are eligible when they submit at least one Internet-based Golden Gas Can Award form to the Vice President for Programs before the opening separate session of convention concludes. In the forms, a chapter shall list visits to other chapters, dates of visits, number of active members from their chapter attending the visits, what each visit entailed, provide a photograph for each event to verify the visit, and list the total number of active members in their chapter. All visits to chapter or district events within the district (including district convention) will be counted; visits outside of the district or for national events (such as National Convention) will not be counted. District officers shall not be counted in any member total. The eligible chapter who has traveled the most in the district (as calculated by number of active members traveling multiplied by miles traveled) will receive the award. The Golden Gas Can will be presented at district convention and the winning chapter will receive \$100 worth of gas cards to be used for future travel in the district.

Section 8. J. Lee Burke Outstanding Service to the District Award. This award honors outstanding service to Kappa Kappa Psi by recognizing outstanding members who have contributed their time and talents to the North Central District. An individual is eligible if they are an active member who will be graduating in the calendar year in which the convention is held. Extenuating circumstances may be submitted with the application. The application must be submitted 45 days prior to convention to the Governor(s) by a chapter in the North Central District or the district council, and include a detailed list of the member's fraternal activities and district service. Letters of recommendation are not required, but recommended. District officers are not excluded from this award nor are they automatically placed in nomination and therefore must go through the above-mentioned process. The Governor(s) shall have final say on recipients of the award, but may solicit recommendations from the district council or a committee at convention. No limit is given to the number of awards presented annually, nor is it necessary that it be awarded each year.

Section 9. Charles W. Hass Memorial Award. This award is granted by the North Central District in recognition of outstanding contributions to the Fraternity by an alumnus or alumna of the Fraternity. An individual is eligible for the award after five years of alumni status and after an application is submitted to the Governor(s) and President by a chapter in the North Central District or the district council. The application must be submitted 45 days prior to convention and include an application form and an essay of 500 words or less describing the nominee's activities and contributions to the fraternity. Letters of recommendation are not required, but recommended. The council shall review applications and the Governors shall present the award at District Convention. No limit is given to the number of awards presented annually, nor is it necessary that it be awarded each year. In the event that a current Governor is nominated for the award, the application will be reviewed by committee at convention and need only be submitted to the President.

Section 10. Honorary Membership. Honorary Membership in the North Central District shall be conferred onto individuals who have contributed their time and talents to the North Central District. The District Council shall receive nominations and vote on honorary membership unanimously. The Honorary Member initiation fee shall be paid by the District to the National Headquarters prior to the initiation at district convention and shall entitle the honorary member to Life Membership privileges in the Fraternity without further obligations.

Article XII – Amendment of Policy Handbook

Section 1. Amendment. This Policy Handbook may be amended at any regular convention of the District by a majority vote of the delegation, provided that the amendment has been submitted in writing to the President and Governor(s) and has been reviewed by a committee at convention. Between conventions, the Policy Handbook may be amended by a unanimous vote of the District Council and the approval of the Governor(s).

Section 2. Suspension. An article or section of this policy handbook may be suspended by a majority vote of the delegation. Suspension of the policy handbook shall otherwise be considered as a motion to suspend the rules.

Section 3. Update. Updates and changes to the Policy Handbook shall be collected by the Secretary-Treasurer and be compiled 30 days after the close of the district convention and published to the district. Changes made between the close of convention and January 1st shall be compiled and published by the Membership Education Retreat. Any other compilations and publications may be made at the discretion of the District Council.

Appendix A – District Timeline

Closing of Convention	<ul style="list-style-type: none"> • Outgoing district officers meet with incoming officers to exchange all pertinent materials and information • Convention hosts meet with the next year’s convention hosts to exchange all pertinent materials and information
30 Days after Convention	<ul style="list-style-type: none"> • Secretary-Treasurer publishes District Convention minutes and revised policy documents to the District
60 Days after Convention	<ul style="list-style-type: none"> • SPAM recipients’ report and receipts due to the Secretary-Treasurer
June 1 st	<ul style="list-style-type: none"> • Chapter Summary Report due to National Headquarters, Governor(s), and President • Secretary-Treasurer publishes the 1st quarterly budget report
August 1 st	<ul style="list-style-type: none"> • President informs Leadership Conference hosts of the rooms and equipment needs for hosting
September 1 st	<ul style="list-style-type: none"> • President contacts Block Meeting host chapters about dates • Secretary-Treasurer publishes the 2nd quarterly budget report
September 30 th	<ul style="list-style-type: none"> • Member dues and Chapter fees due to National Headquarters
November 1 st	<ul style="list-style-type: none"> • Convention Host(s) send out a mailing regarding MER • President informs all chapters as to the dates and locations of the Block Meetings for the coming year • President informs MER and Block hosts of the room and equipment needs for hosting
December 1 st	<ul style="list-style-type: none"> • Fall Activity Report due to National Headquarters, Governor(s), and President • Membership Education Program due to Vice President of Membership and Governor(s)
January 1 st	<ul style="list-style-type: none"> • Secretary-Treasurer publishes the 3rd quarterly budget report
January 15 th	<ul style="list-style-type: none"> • Convention hosts contact district about convention registration and hotel reservation deadlines
60 Days before Convention	<ul style="list-style-type: none"> • Governor(s) contact District about convention dates and deadlines
45 days before Convention	<ul style="list-style-type: none"> • Eligible chapters bidding for Governor’s Cup must submit completed questionnaire to Governor(s) • Candidates for district office must submit initial bid packets to Governor(s) and President • Candidates for hosting convention must submit initial bid packets to Governor(s), TBΣ Counselor(s), and KKΨ and TBΣ NCD Presidents • OSPA, SPAM, Charles Hass, and J. Lee Burke award applications due to respective officers • Secretary-Treasurer publishes the 4th quarterly budget report
Directly before Convention	<ul style="list-style-type: none"> • Governor’s Cup presentations; Governor’s Cup binders due to Governor(s) from eligible chapters • SPAM presentations • Secretary-Treasurer publishes the final budget report to the Committee on Finance
Opening gavel drop at Convention	<ul style="list-style-type: none"> • Chapters submit Convention Chapter Reports, any chapter delegate fees, and all paperwork required by the District Council • Convention bid candidates submit five bid packets to Committee on Conventions • District officer receipts due to Secretary-Treasurer with paperwork filled out

By conclusion of first opening separate session	<ul style="list-style-type: none">• Golden Gas Can submissions due on-line to Vice President for Programs• Officer candidates submit eight bid packets to Committee on Nominations
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Appendix B – Convention Bidding Sheet

NORTH CENTRAL DISTRICT CONVENTION BIDDING SHEET

BASIC				
University/College	KKΨ Chapter(s)	TBΣ Chapter(s)		
Coordinators' Names	Email	Phone		
FINANCES				
	Expenditures	Income	Fiscal Year End (Latest)	
KKΨ:				
TBΣ:				
Joint Account (If Applicable):				
CHAPTER MEMBERSHIP				
	Actives	Candidates	Conditional	Graduating Srs.
KKΨ:				
TBΣ:				
CONVENTION INFORMATION				
Dates and Location				
Primary Dates for Convention:				
Secondary Dates for Conventions:				
City of Convention:				
Convention Site(s):				
Hotel:				
Hotel				
Number of hotel room nights reserved:				
Cost per hotel room:				
Maximum occupancy per hotel room:				
Are the facilities accessible to the disabled?				
Accept University Tax Exemption in rooms?				
Conference and Meeting Rooms				
Number and occupancy of conference rooms (attach information if necessary):		Number: (at least 20 recommended)		Occ. per room:
Cost of conference rooms (including set-up and AV):				
Confirmation of space for reading band:		Yes	No	Cost:
		Location:		
Are low brass instruments and percussion equipment available for reading band?:		Yes	No	Cost:
Confirmation of space for guard clinic:		Yes	No	Cost:

	Location:	
Confirmation of space for NCD Intercollegiate Band rehearsal and concert (Friday morning thru Saturday night):	Yes No	Cost:
	Location:	
Confirmation of space for ritual and 2 separate sessions:	Yes No	Cost:
	Locations:	
Location of banquet:		
Occupancy of banquet hall:		
Cost of banquet per person:		
Availability of special meal requests:		
Cost of post-banquet entertainment (if applicable):		
Other Costs		
Availability and cost of computing/printing/copy center and Internet:		
Availability and cost of wireless Internet, if applicable:		
Availability and cost of transportation to and from the facility, if separate from hotel:		
Parking facilities available and subsequent cost:		
Confirmations		
Are prices locked and confirmed by the hotel? (Include documentation):		
Are rooms reserved and confirmed by the hotel? (Include documentation):		
Final Costs		
Convention registration cost at:		
550 attendees:	600 attendees:	
650 attendees:	700 attendees:	

Please attach the following, which are required:

- Letter of intent
- Letter of recommendation from chapter sponsor or director of bands (at least one for each chapter)
- Letter of acknowledgement from chapter university's Student Affairs Office (or equivalent office), acknowledging that the university is aware that the chapter is bidding to host a convention and has signed off on the bid packet and all unsigned contracts
- Confirmation of availability on dates and back-up dates for all locations
- Floor plans and dimensions for any space used
- One unsigned contract, sales agreement, or quote from the hotel or convention center (signed documents will be rejected)
- Preliminary budget
- Sample program of events from the hotel or convention center, with rooms and times
- One unsigned contract, agreement, or form for the Winter Workshop facilities, with room information and quotes for AV equipment

Recommended:

- Any other facility information (amenities, local attractions/eating, internet costs)
- List of committee members
- Winter Workshop housing options
- Examples of chapter strength (projects, awards)
- Directions to all sites
- Chapter budget

This sheet and attachments are due to be postmarked (via mail or email attachment) by 45 days prior to the NCD Convention to the following people:

- NCD KKΨ President
- NCD TBΣ President
- NCD KKΨ Governor(s)
- NCD TBΣ Counselor(s)

It is also highly recommended that this sheet and attachments are sent to all chapters in the NCD, 45 days prior to convention.