

Brothers of the Midwest District,

Once again spring semester has rolled around which can only mean one thing; convention season. Each and every one of you is formally invited to attend the Midwest District Convention this year hosted by the Delta Gamma chapter of Kappa Kappa Psi and the Delta Xi chapter of Tau Beta Sigma. It will be held on the campus of Missouri University of Science and Technology in Rolla, Missouri from March 30th to April 1st.

Registration packets from the host chapters have been sent out and you will be receiving them shortly, if not already. Please look these over carefully and fill them out accordingly. They contain important information regarding reading band, meal preferences and transportation needs as well as the t-shirt design for this year. These packets need to be postmarked to the host chapters no later than **February 22nd**, with late registration postmarked no later than March 7th.

As for this packet, it contains pertinent information in regards to delegates and proxies, committees and other information that the district councils will use to plan convention. This packet needs to be returned to myself no later than **March 1st**.

Please have your chapter members that are planning on attending convention look this packet over carefully and fill out the necessary information. Have them choose the committee they would like to be a part of and clearly fill out the form with the correct and current information to make it easier for myself to organize committees. Your members are not required to be on a convention committee unless they are a delegate, so don't feel pressured to sign up for one. There will be many other exciting workshops and events for you to attend instead! Please make sure your delegates note on the form whether they would like to chair a specific committee or not. Committee chairs will be notified by email prior to convention and any necessary documents, outline of duties or other documents will be sent as well. Also, please make an important note that even if you have plans on being represented at convention, you MUST fill out the proxy form.

In addition to workshops and committee meetings we have many new and recurring opportunities that will be offered this year. As usual, the reading band and colorguard clinic will be happening along with the Friday night social event, a "Science Fair" and the banquet on Saturday night. As always, a dance will follow. Please take full advantage of these social opportunities to meet and interact with brothers and sisters from all over the district. While we will still be having our Town Hall meeting, we will be trying something new this year. The council will be offering time slots to sit down and have one on one time with Jack Lee, National VPP, Tony Falcone, District Governor and other national dignitaries in attendance. Take advantage of this opportunity to discuss the national fraternity or have any questions answered you may have. A sign up form will be sent out at a later date.

Lastly, don't forget about the other district opportunities that occur at convention. Apply for awards such as the graduating senior award and the Service Showcase award and bid to host the 2013 Midwest District Convention or to be Publications host. This is also the time to apply for District Days and run for district office. If you are planning on running for District Office, I encourage you to take the time to contact the current officer to inquire about the position and make sure you submit your nomination packets to the district governors and the district council **two weeks** prior to convention.

As always, if you have any questions, please email myself or my fellow council members. We are here to help you! The District Council is extremely excited to see each and every one of you at convention this year and to see where the future of the District is headed!

AEA and ITB,

Emily Holden
Kappa Kappa Psi - Delta Gamma
Midwest District President
314-603-6126
emh34b@mst.edu

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Deadline for Convention Forms

<i>Due Date</i>	<i>Form Name</i>	<i>Turn-in To</i>
February 22 nd (postmarked)	2012 Registration Form	The Host Chapters
March 1 st	Delegate Form	MWD President
March 1 st	Committee Sign-up Form	MWD President
March 7 th (postmarked)	2012 Registration Form (LATE PENALTY)	The Host Chapters
March 16 th	District Officer Nomination Packet*	mwdcouncil@kkpsi.org
March 30 th (midnight)	2012 Awards Packet	MWD MAL
Start of Convention	Publications, District Day, or Convention Bids*	mwdcouncil@kkpsi.org

* Please e-mail these packets to the council before convention AND bring the required number of packets with you to convention when you register. You are encouraged to submit everything as early as possible :)

Tentative Schedule

Friday

Open-11:00 Registration
4:30-5:00 Committee Chair meeting
5:00-5:30 Opening Joints
5:30-6:15 Opening Separates
6:15-7:15 Dinner
7:30-8:30 Memorial Ceremony
7:30-8:30 Optional Activity- TBS Jeopardy
8:45-9:45 Committee meetings
10:00-12:00 Science Fair

Saturday

8:00-12:00 Late Registration
8:00-8:50 Workshops (TBS Women in Music)
Blocks with NO/DG
9:00-9:50 Committee meetings
Workshops
Blocks with NO/DG
10:00-10:50 Workshops
Committee meetings
Bid Presentations (DO candidates and Convention)
Blocks with NO/DG
11:00-12:50 Block Party
Lunch
12:00-12:50 Alumni Lunch
1:00-2:30 Reading Band/Colorguard Clinic
3:00-3:50 Committee meetings
Workshops
Blocks with NO/DG
4:00-5:00 Down time to Prepare for Ritual
5:00-6:00 KKPsi Ritual
TBS Separates
6:30-7:30 TBS Ritual
KKPsi Separates (Town Hall meeting)
8:00-10:00 Banquet
10:00-12:00 Dance!

Sunday

8:00-10:00 Closing Separates
10:15-11:45 Closing Joints
12:00-1:00 Officer Transition

Convention Standing Rules

1. All business sessions shall begin promptly at the place and hour specified on the convention agenda.
2. Members desiring the floor shall rise and clearly state their name and chapter. Any Kappa Kappa Psi member attending may speak to or discuss the question on the floor, but only delegates and proxies are entitled to vote on the motion.
3. Reports of committees, which would change the constitution or affect the district budget, must be reported to the Jurisdiction and Ways & Means Committee for review and approval before presentation to the floor. This must be done no later than 12:00pm (noon) on Saturday of convention.
4. Motions amending the Constitution from the floor should be submitted in writing, signed by the mover and seconder.
5. No member shall speak more than twice during the same session to the same question and no longer than three minutes at one time without the permission of the delegation. The question of granting permission shall be decided by a two-thirds vote without debate.
6. Suspension of any standing rule would require a two-thirds vote without debate.

Committee Descriptions

Please read the descriptions carefully.

The **Convention Site Committee** is chaired by the host chapters, reviews all bids for the next District Convention, selects questions to be asked during a joint session, and will make recommendations on bid improvements. This committee will NOT slate a convention site. (JOINT)

The **Colonization and Membership Committee** is a strategic committee dealing with issues of membership retention, education, etc. This is also a strategic committee dealing with colonization issues. Topics will include but not be limited to establishing colonies, choosing a big brother chapter, the colonization process, etc. This committee will assist the Vice-president in creating and/or modifying programs related to colonization. (SEPARATE)

The **Programs Committee** will review all applications and select recipients of district awards. Work with the Member-at-Large to improve awards and create new awards. This committee will be a combination of strategic planning and traditional committee duties. (SEPARATE AND JOINT)

The **Jurisdiction Committee** examines and makes any necessary corrections/changes to the Midwest District constitution and bylaws as well as any policies or procedures pertaining to the delegation. This committee will also suggest changes in certain constitutional policies. This committee will be a combination of strategic planning and traditional committee duties. (SEPARATE AND JOINT)

The **Ways and Means Committee** examines, recommends, and submits all propositions related to the finances of the Midwest District and prepares an operations budget to be presented to the convention floor. This committee will also deal with strategic issues related to fund-raising, use of district funds, and the commissioning fund. (SEPARATE)

The **Nominations Committee** conducts interviews in front of the entire delegation and investigates the eligibility of District Officer candidates. They nominate one candidate for each position to present to the delegation (other nominations can be made from the convention floor). (SEPARATE)

Chapter Delegate-The delegate acts as the voting delegate and is the voice of the chapter at the Joint and Separate meetings at district convention. A member does not need to have attended a previous district convention to be the delegate.

KAPPA KAPPA PSI CHAPTER DELEGATE FORM

Please complete all fields.

Chapter Name: _____

Is your chapter planning on attending District Convention this year? Please circle one.

YES NO

Name of Person Completing this Form: _____

Phone # & E-Mail: _____ & _____

Proxy Chapters

Please select two other chapters to represent yours should your chapter become unable to attend. Even if you believe your chapter will be there, please fill out this proxy information (you should contact the chapters you are choosing as proxies to make sure they will have enough members attending convention to proxy for you).

1st Proxy Choice: _____

2nd Proxy Choice: _____

Please indicate if we should expect your chapter to arrive in Rolla after the seating of delegates (Friday evening). Please circle one:

Will Arrive Late Will Attend Delegate Seating

Delegate Information

Please select a delegate from your chapter only if your chapter will be attending District Convention. Fill in alternate delegate names as attendance from your chapter permits.

Delegate Name: _____

Address: _____

Phone: _____

Email: _____

1st Committee Choice: _____

2nd Committee Choice: _____

Would you like to chair a committee if given the opportunity? Yes No (circle one)

If so, which one? _____

1st Alternate Name: _____

Address: _____

Phone: _____

Email: _____

1st Committee Choice: _____

2nd Committee Choice: _____

2nd Alternate Name: _____

Address: _____

Phone: _____

Email: _____

1st Committee Choice: _____

2nd Committee Choice: _____

Delegate Form Continued...

2011 MWD Convention Participation

Is your chapter planning on any of the following? Check all that apply.

Bidding for the 2012 MWD Convention? _____

Bidding for Midwest Notes and Homepage? _____

Applying for Service Showcase Award? _____

Submitting a candidate for District Office? _____

If so, please list name(s) and office:

IMPORTANT!! This form is not complete without both signatures below. Absence of one or both signatures may result in your chapter delegate(s) not being seated. You may have your chapter sponsor and president e-mail the MWD President, Emily Holden at emh34b@mst.edu with their approval.

Approved,

Chapter/Colony President

Chapter/Colony Sponsor

Committee Sign-up Form

Note: It is not required for every member from your chapter to be on a committee. However, if any others would, fill out the following form and return to emh34b@mst.edu. Delegates and alternates need not fill this form out.

KKY Chapter: _____

School: _____

Chapter Member: _____

Email: _____

Committee Choices:

- a.
- b.
- c.

Chapter Member: _____

Email: _____

Committee Choices:

- a.
- b.
- c.

Chapter Member: _____

Email: _____

Committee Choices:

- a.
- b.
- c.

Chapter Member: _____

Email: _____

Committee Choices:

- a.
- b.
- c.

PLEASE COPY AS NEEDED!

Guidelines for Midwest Publications Bids

Midwest Notes and Midwest Homepage

I. Sample Publications

A. Sample Hard Copy of Midwest Notes

- o This must be a sample of a Midwest Notes issue that would be sent to National Headquarters and needing chapters.
- o A recommended length of the bid sample is four to eight pages, including:
 - a. Cover Page
 - b. Table of Contents
 - c. Sample of at least one article, which may be from an old issue, or fictionally created.
 - d. Letter from the Editor
 - e. May contain other elements, as the bidding Chapter deems necessary.

B. Sample District Homepage

o Main Homepage

- a. The chapters must create the page that would be pointed to by a published URL.
- b. This page must focus upon both Kappa Kappa Psi and Tau Beta Sigma.
- c. At a minimum, this page must include the names and crests of the organizations, and links to possible subsidiary pages within the homepage structure.
- d. Other items, such as images, mottoes, and information can be included at the chapters' discretion.
- e. The chapter may alternately create a main page that points directly to a second main page that meets the criteria in points b and c.
- f. Subject material relating to the Rituals or other internal matters are not allowed in the bid.

o Subsidiary Pages

- a. Subsidiary pages should include lists of links, officers, chapters, or that focus upon Kappa Kappa Psi or Tau Beta Sigma separately are not necessary for the bid.
- b. Such pages can be included at the chapters' discretion.
- c. Links from the main page may lead to blank pages if subsidiary pages are not included in the homepage structure.

II. Chapter Homepages

A. The chapter(s) bidding for Midwest Publications must have in place, at the time of convention, homepage(s) for each of the chapters at their school. At schools where both organizations exist, it is acceptable, but not required, to have a joint homepage instead of (or in addition to) two separate pages.

B. It is left to the discretion of the chapter(s) as to the content of their page(s), design and technological accessibility.

III. Supporting Documentation

A. The bidding Chapter(s) will write a cover letter, stating their reasons they wish to host Midwest Publications.

B. The letter should include the URL of the Sample Web Site.

C. Included in the letter will be a description of how Midwest Publications will be managed and by whom.

D. This hard copy letter should not exceed two pages, and should be double-spaced.

E. The Sponsor of the Chapter(s) must write a letter, in hard copy, in support of the bid.

F. A minimum of fourteen copies must be provided of each of the above, by the Saturday morning of convention. Seven copies will be presented to each of the district presidents at the time.

IV. Short Presentation

A. Each bidding school will be required to be available for a question and answer session in the Publications Committee for a maximum of ten minutes.

B. The Publications Committee will determine the time, place, and length of the session.

V. Judging Criterion

A. Sample District Page

- o Meets requirements in Section I - B

- o Overall design quality, including backgrounds, image, and arrangement of elements on each page submitted.

- o Ease of use.

B. Chapter Homepage(s)

- o Meets requirements in Section II

- o Overall design quality, including backgrounds, images, and arrangement of elements on each page submitted.

- o Ease of use.

- o Accuracy and correctness of information presented.

C. Supporting Documents

- o Meets requirements in Section III

VI. Bid Selection

A. The Publications Committee will select one bid for the slate, to be accepted by the joint delegation at the final joint session.

B. Other bids may be nominated during the final joint session after the slate is presented.

C. A majority of all official delegates will be required for the final selection of a bid.

Midwest District Day Guidelines

What are District Days?

The goal of District Days is to increase activities in the Midwest district outside of Convention. District Days also serve to promote Brother and Sisterhood bonding between chapters. This, in turn, will help chapters improve service to their college or university band programs. Hosting a district day is excellent experience in planning events and can be great practice if your chapter is planning to bid for district convention.

What sort of activities will these events include?

The Joint District Council will arrange all workshops for the Host Chapters. Workshops may include topics in the areas of leadership, chapter operations, music, service, Membership Education programs, etc. and will try to focus around a common theme. If the host chapter, would like to request a specific theme they should feel free to do so. The host chapter is only responsible for providing a location to host the District Day, housing prior to and after the event, publicizing the event, and planning a social event. Host chapters are welcome and encouraged to share their traditions with other members and make your District Day unique.

What is the time frame for District Days?

DISTRICT DAYS CAN BE HELD ANYTIME THROUGH THE YEAR. You may hold it in the fall, spring, or even during the holiday or summer vacations. District Days should include approximately eight (8) hours of programming. This may take place on one day or over the place of two.

We want to host a District Day. What do we have to do?

Request Forms are available on the Midwest district website (www.kkytbs.org/mwd/). The requesting chapters need to provide the information and answer all questions included on the request form. This information must be submitted to the District Events Committee Chair no later the beginning of the Saturday of Convention. No formal or informal presentation needs to be given. The committee reserves the right to request more information from perspective host chapters.

Responsibilities of the host chapters:

The host chapters are responsible for...

- Notify chapters and publicize about the event
- Provide meeting rooms for the event
 - One large room capable of holding 75-100 people
 - Three to four smaller rooms capable of holding 20-40 people
- Provide/coordinate housing for those in attendance on evenings prior to and flowing the event
- Provide/coordinate directions to the location
- Work together with the Midwest District officers to coordinate the event

District Day application can be found on the Midwest District website <http://www.kkytbs.org/mwd>

Midwest District Convention Bids

Each Convention Bid Packet Must Consist of the Following Items

A. Facilities

1. Hotel Rooms (Primary and Overflow Hotels)
 - a. Include the number and occupancy of rooms available for all weekends
 - b. Include confirmation of the availability from the hotel
 - c. Include a confirmation form from the hotel for each date and location
 - d. Include hotel policies on room stuffing
2. Meeting Rooms
 - a. Include number and size (occupancy) of meeting rooms for all weekends
 - b. Include confirmation of availability from the venue
 - c. Include floor plans
 - d. Include a confirmation for each date and location

B. Banquet

1. Facilities
 - a. Include the size(occupancy) of banquet room for all weekends
 - b. Include confirmation of availability from the venue
 - c. Include floor plans
 - d. Include a confirmation for each date and location
2. Menu
 - a. Include a menu
 - b. Include any dietary preferences that are available
 - c. Include service
 - i. Buffet or plated meal

C. Parking and Transportation

1. Include the plans of accommodate parking
 - a. Campus
 - b. Hotel
 - c. Banquet Venue

D. Technology and Equipment

1. Include the availability of copying, computer, and audiovisual facilities available
2. Include any rental price
3. Fees associated with the use of aforementioned equipment
4. Include plans for a convention website maintenance

E. Miscellaneous

1. Include any security provided via hotel, campus or other venue
2. Include possibilities of fundraising lunch
 - a. Financial budgets from both chapters for previous and current year
3. Include a chapter budget
4. Include Chapter strength
 - a. Current membership for past 3 years (active, initiates, and alumni)
 - b. Most recent activities report
 - c. Experience hosting large-scale events(including service projects)

F. Costs (to hold event)

1. Include Itemized registration costs
 - a. Registration folders
 - b. Name tags
 - c. Banquet costs
 - d. Mailing
 - e. Equipment (projectors/screens, other..)
 - f. Meeting rooms
 - g. Misc. expenses
 - h. Hotel rooms

G. Entertainment

1. How does theme pertain to music?
2. Include any schedule performances
 - a. Large Group
 - i. Concert Ensembles
 - b. Small Group/Individuals
 - i. Senior Recitals
3. Include possible activities related to theme

H. Reading Band

1. Directors availability
2. Librarians availability
3. Large Instruments availability

I. Insurance

1. Campus policy

J. Contact District Governor's and Councilors

1. Contact to ask questions in advance

K. Letter(s) of Support

1. DOB, Sponsor, Directors

You DO NOT need to provide a mock schedule in your packet. The District Presidents are in charge of providing the scheduling for convention. Also, please print at least one bid for each delegate and one for each Convention Site committee member. This is around 50 bids.

So you want to be a DO?

Constitutional Requirements

From the 2011 Constitution of the Midwest District of Kappa Kappa Psi:

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) 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.

Step 1: Inquire About Your Position

While not required, you should e-mail the current officer to ask about the position for which you are running. You should also review the district constitution to know the duties of office. Each district officer is charged with completing certain tasks at District Convention along with their constitutionally defined duties.

Step 2: Write a Nomination Packet

Your nomination packet should:

- be professional and free of grammatical errors
- contains in order: professional resume, a platform, required 2 letters of recommendation
- include the position for which you are running and your willingness to accept another position
- indicate your ability to attend national convention (if it is an applicable year)

Step 3: Submit & Print Your Nomination Packet

As soon as possible, and at least **2 weeks prior to convention**, e-mail a copy of your nomination packet to the district council and the publications host chapter:

- mwdcouncil@kkpsi.org
- pubcom@iastate.edu

Additionally, print 30 to 40 copies of your nominations packet and bring them to district convention. Each member of the nominations committee should receive a packet (about a dozen people), and each delegate should receive a packet.

Member-At-Large

Duties

- Represent the organization; update the awards packet within 30 days of close of Convention; handle awards

Ideal Qualities

- Outgoing and comfortable in front of a crowd
- Good representation of all the brothers in our district
- Enthusiastic about traveling and able to travel
- Desire to not only improve current programs but extend and create new ones
- Has strong relations with chapters other than their own
- Strong feeling of brotherhood and thoughts of how to extend that brotherhood through the district

Secretary/Treasurer

Duties

- Compile the Convention Minutes within 45 days and deliver it to the Publication Host chapter
- Send forms to the National Accountant and keep the council within budget
- Take minutes during DO meetings and the next Convention; collect committee/officer reports

Ideal Qualities

- Computer skills, communication skills, people skills
- Organized and punctual
- Good grammar and knowledge of the English language
- Fundraising ideas; how to correlate fundraising with service
- Ideas on how to communicate with secretaries and treasurers throughout the district and how to further develop those positions

Vice President

Duties

- Foster membership throughout district; Help the president

Ideal Qualities

- Self-motivated, Creative
- Good networking skills and relations with other chapters
- Passionate about the growth and continuation of KKΨ
- Knowledge of colonization and membership education processes

President

Duties

- Organize district events (Leadership Conference, Region Days) with the TBΣ president.
- Invite national members of the fraternity to district events to speak and give workshops.
- Attend National Convention (if applicable for that year).
- Collect delegate/proxy forms for Convention, select committee assignments, organize workshops, and put together the separate agenda and committee agendas.
- Work with the Tau Beta Sigma President and the Convention Host chapters in creating a schedule and a joint agenda for convention.

Ideal Qualities

- Ability to work well under stress
- Concerned about relationship with TBS
- Strong leader
- Very good speaking skills (especially under pressure, since pressure is a very common thing in this position)
- Strong desire to not only improve upon the current position of the district, but ability to bring in new ideas
- Good planning and organizational skills
- Confident
- Ability to delegate task

What Should I Bring To District Convention?

Whether this be your first time attending convention or you're a seasoned veteran, here's a list to help you prepare for the exciting weekend ahead.

- Enthusiasm!
 - District Convention is not only a business meeting; it's a social atmosphere. There's a lot of fun stuff that goes on during the weekend in between all the business that needs to get done some of which includes the opportunity to get to know your fellow brothers and sisters.
- A Camera!
 - You'll meet a lot of people during the weekend, and that means lots of fun to be had by all. Why not remember it with a camera?
- A Notebook!
 - There will be so many things going on throughout the weekend that you'll want to remember so you'll need a place to write it down. It also doubles as a sheet you can have brothers write their contact information down on.
- An Extra Pillow!
 - Since we're all coming from different directions, time in the car can be short or long. Either way, bringing an extra pillow will allow for more comfort and possibly some catch-up sleep time on the way home.
- Clothes for all occasions!
 - Comfy clothes for the ride down and back is always a do, but have you thought about showing off your chapter or school spirit? After all, we are all college students. Why not show some school/chapter pride at the same time -it'll start conversations.
 - There is also a semi-formal banquet on Saturday night of Convention. You'll see people in tuxes and formals as well as khakis and polo's. Dress in what you feel comfortable in, as long as it's not jeans. Banquet will immediately follow ritual, so ritual attire is also appropriate.
- If your chapter is selling things, bring it along!
 - This is always a great way to collect, buy and sell KKY merchandise, not to mention that it helps you fundraise for your chapter! This year there will be a "marketplace" to sell your items in!
- Money!
 - Even though most of the weekend will have food covered, chapters, District Officers, Alumni Association, or National Officers will be selling merchandise as well. Not to mention any souvenirs you might want to pick up while in Missouri.

Most importantly – Bring Yourself!