

Guidelines for all Kappa Kappa Psi Alumni Association Committees

- (1) Committee members must be current members of the Kappa Kappa Psi Alumni Association (“KKΨAA”) and must maintain such membership throughout their committee tenure. Members may include both voting members and provisional non-voting members. As KKΨAA is a diverse organization, such diversity will be a goal of the makeup of each KKΨAA committee.
- (2) All members of Kappa Kappa Psi Alumni Association Board of Directors (“AABOD”) will serve as non-voting, *ex officio* members of each KKΨAA committee, with an exception where an AABOD member serves as the chair for a specific committee.
- (3) KKΨAA committee members will serve a biennial appointment (running from one National Convention of Kappa Kappa Psi to the next) unless they depart the committee upon their own request or upon removal by majority vote of the AABOD.
- (4) Each KKΨAA committee will have a chair who will be selected by the AABOD, either through appointment of the AABOD member with corresponding responsibilities or through selection of a KKΨAA committee member who indicates his/her interest in serving in the capacity of chair when applying or serving on the committee.
- (5) Unless otherwise required by the AABOD, all KKΨAA committee discussion and dissemination of materials will occur through electronic means, including e-mail correspondence and video conference calls.
- (6) All KKΨAA committees will keep minutes of their discussions, decisions, and recommendations, with all such materials provided to the AABOD within three days of their prompt finalization.
- (7) At this time, no KKΨAA committee members are expected to accrue expenses resulting from their work on behalf of KKΨAA. Any expenses that may arise must be approved in advance by the AABOD in order to be considered for reimbursement by KKΨAA.

Kappa Kappa Psi Alumni Association Awards Committee Expectations

(1) The Kappa Kappa Psi Alumni Association (“KKΨAA”) Awards Committee will have a maximum number of ten members at any time. The selection of these members will be performed through an application process of those KKΨAA members wishing to serve on the committee and a subsequent selection of committee members by the AABOD.

(2) The committee will review and either approve/disapprove nominations for the KKΨAA Brent Cannon Music Education Alumni Achievement Award, the KKΨAA Professional Achievement Award, and any similarly-structured additional awards. Expected review time per award nomination is fifteen to thirty minutes. Since there are no deadlines for nominations tied to these awards, it is anticipated that the time necessary to review these award nominations will be spread throughout the calendar year, with decision response deadline times being determined by the committee chair with regards to the current number of all awards then under considered.

(3) The committee will review and vote on recipients for the KKΨAA Scott Stowell Alumni Excellence Award, the KKΨAA Young Alumnus Award, and any similarly structured additional awards. The nomination deadlines for these awards is May 15th of each year with a National Convention of Kappa Kappa Psi. To help enable award recipient attendance and participation at National Convention, committee members will need to collaborate in the last two weeks of May in these years to review nominations and rank all nominees. Deliberation time for the listed awards during these years will be concentrated within the last two weeks of May and the first week of June, with expected review time per award running fifteen to thirty minutes. Committee members will rank all nominees in order, beginning with their top choice. The deadline date for these award decisions will be determined by the chair and based on the number of relevant nominations. To help prospective committee members with the time investment consideration, the average number of past nominations for the Stowell Award per biennium is six nominations, with a past low of three nominations and a high of eight nominations.

(4) All announcements and presentations will follow the procedures included in the award description and/or the policy guidance materials provided to the committee.

Kappa Kappa Psi Alumni Association Revenue Committee Expectations

(1) At the outset of its term, the Kappa Kappa Psi Alumni Association (“KKΨAA”) Revenue Committee may have an unlimited number of members. However, a limitation on the number of committee members may be considered and approved by the Kappa Kappa Psi Alumni Association Board of Directors (“AABOD”) at any time. Any such limitation that would result in a reduction of committee members will be accompanied by an application process for those committee members wishing to continue on the committee and a subsequent selection of committee members by the AABOD.

(2) The 2017-2019 Revenue Committee is specifically charged with considering and providing recommendations to the AABOD regarding:

(a) whether KKΨAA should maintain or increase its current annual dues requirement of \$50 for alumni brothers who are not life members of the fraternity;

(b) whether KKΨAA should modify its current practice of providing recent graduates who are new alumni brothers with a free year of provisional, non-voting membership in the alumni association, with alternate options including, but not limited to:

(i) requiring all such recent graduates to pay the required annual dues in their first year, and

(ii) allowing all such recent graduates to pay a reduced amount of annual dues and thereby become voting members of KKΨAA;

(c) whether KKΨAA should require life members to pay annual dues for membership in KKΨAA, and, if so, what annual dues amount would be appropriate;

(d) whether, as an alternative to annual dues for life members, KKΨAA should institute a recognition program to honor those life members who contribute annually over a specified monetary threshold to KKΨAA, and, if so, how this recognition program should be structured;

(e) whether KKΨAA should pursue fundraising programs of its own, and, if so, what those fundraising programs should include and how they should be undertaken; and

(f) whether KKΨAA should pursue grants from outside organizations, and, if so, what those fundraising programs should include and how they should be undertaken.

(3) In future biennia, the KKΨAA Revenue Committee will continue to consider and provide recommendations to the AABOD regarding these issues, while also undertaking additional work in response to future charges.

(4) The KKΨAA Revenue Committee may submit recommendations to the AABOD on a rolling basis. Each recommendation regarding changes to KKΨAA dues requirements will be considered by the AABOD and presented for a vote for all KKΨAA voting members at the next National Convention, which will guide the AABOD’s decision with regard to implementation of that recommendation. All other recommendations will be considered by the AABOD and voted upon by the AABOD for approval.

Information about the Kappa Kappa Psi Committee on Nominations

[NOTE: This is not a committee of the Kappa Kappa Psi Alumni Association, so the guidelines for such committees do not necessarily apply to this committee.]

(1) At the 2015 National Convention in Lexington, Kappa Kappa Psi voted to amend the fraternity's constitution in order to support the elections process for national officers through use of a Committee on Nominations that would meet before each future national convention to review candidates for eligibility and to propose a slate of candidates for election at that convention.

(2) The Kappa Kappa Psi Committee on Nominations is appointed by the sitting Kappa Kappa Psi National President on or before October 15th of the year preceding each national convention. The Committee of Nominations must be composed of (i) a member of the Board of Trustees whose term of office is not expiring in the current biennium, (ii) up to four current district officers, (iii) up to three current district governors; (iv) up to two alumni brothers selected from a list of recommendations provided by the Board of Directors of the Alumni Association, and (v) up to three members of the Fraternity with exemplary knowledge, experience and service to the Fraternity. Members of the Committee on Nominations may not be a candidate for any of the fraternity's national offices while serving on the committee. When selecting the committee's membership, tis representation of the fraternity's geography and diversity into consideration. At least four active or associate members must be included on the committee. The fraternity's National President also serves an *ex officio* member of the committee.

(3) National President Evan Thompson has asked the Kappa Kappa Psi Alumni Association Board of Directors to assist in identifying alumni brothers to serve on this Committee on Nominations. Alumni, life, and honorary brothers with an interest in identifying future leaders are encouraged to volunteer for this opportunity.

(4) Members of the Committee on Nominations should expect to commit three to four hours per week for approximately two to three months in the spring of 2019 as the committee conducts candidate interviews. The committee will also meet in-person once interviews are complete to finalize the nomination slate.