

Kappa Class Fellowship By-Laws

Revised September 10th, 2015

Referenced by (Article IX Section 9.01.B) under Pledge Educator responsibilities:
“Pledge Educator will maintain operations of the Kappa Class Fellowship as detailed by the ‘Kappa Class Fellowship By-Laws’. Edits of these by-laws fall under the jurisdiction of fraternity Quorum;”

Article I: Definitions

Section 1: “KCF”

- A. “KCF” Is often used as an acronym for “Kappa Class Fellowship”;

Section 2: Fellowship Award Recipient

- A. The Fellowship Award Recipient is the group held accountable for line items involving the proposed project/ use;

Section 3: Kappa Class Fellowship Application

- A. The Kappa Class Fellowship Application is the form that applicants must complete for submission to the current Pledge Educator in order for voting process to begin;

Section 4: Kappa Class Fellowship Applicant

- A. The Kappa Class Fellowship Applicant refers to the group or individuals submitting a Kappa Class Fellowship Application in request of funding with their name on the Cover sheet;

Section 5: Funding Acceptance Agreement

- A. The Funding Acceptance Agreement is the form that the Applicant and Theta Tau Mu Delta Chapter Regent sign as a legal binding agreement that the applicants agree to the terms and conditions stated within;

Section 6: Kappa Class Fellowship Proposal

- A. The Kappa Class Fellowship Proposal shall be the initial presentation given by the proposing applicant to the voting active member board. The date is to be established between the application submission date and the signing of the Funding Acceptance Agreement;

Section 7: Kappa Pledge Class Fellowship

- A. The Kappa Pledge Class Fellowship is a scholarship amounting to the total value of the “Kappa Pledge Class Fellowship” line-item for the current fiscal year;

Section 8: Pledge Class Project

- A. For the purpose of these articles, the term “Pledge Class Project” refers to the project proposed for the current fiscal year and referenced by the Kappa Class Fellowship Application and Proposal;

Article II: Application Eligibility and Restrictions

Section 1: Eligibility for Kappa Pledge Class Fellowships

- A. The current Pledge Class of Mu Delta Chapter of Theta Tau working on a Pledge Class Project for purposes of completing their pledge class requirement and outside sources approved by the pledge educator are eligible provided that all other eligibility requirements below this section are met;
- B. Candidates must meet all requirements detailed on the Kappa Class Fellowship Application;
- C. Before reimbursement, recipients must successfully abide by all requirements detailed in the Kappa Class Fellowship Funding Agreement;

Section 2: Restrictions on Applying

- A. All pledge classes for chapters other than Mu Delta at the University of California, Merced are ineligible to apply for the Kappa Class Fellowship for conflict of interest;

Article III: Kappa Class Fellowship General Proceedings

Section 1: Kappa Class Fellowship Application Procedures

- A. Applications shall be ready by the first week of the Theta Tau fiscal term;
- B. Notice of the fellowship shall be announced at the first pledge instruction for each semester;
- C. The Pledge Educator shall be responsible for notice of the fellowship to each new pledge class;
- D. Application voting is at the discretion of the current Theta Tau Mu Delta Chapter active members;
- E. It shall be voted by quorum ($\geq 80\%$) of the active members of the current Theta Tau Mu Delta Chapter;

Section 2: Process of Amending

- A. Any amendments to the Kappa Class Fellowship By-Laws need approval from the quorum of active members of the Mu Delta Chapter of Theta Tau;

Article IV: Procedure for Selecting Recipient of the Kappa Class Fellowship

Section 1: Selection of Kappa Class Fellowship Recipients

- A. The submitted applications shall be initially reviewed by the Pledge Educator for approval;
- B. With Pledge Educator approval, applications will be forwarded to the entire body of voting members for preliminary review;
- C. During the preliminary review, the Pledge Educator will coordinate with applicant to select an appropriate date to conduct the Kappa Class Fellowship Proposal;
 - 1. The suggested date is the next Sunday General Chapter Meeting (5th Sunday after pinning);
 - 2. If the body of voting members have requests or edits, the Pledge Educator can forward these requests to the applicant for inclusion before the KCF Proposal;

- D. In the case of proposals taking place during General Chapter Meetings an action item for Kappa Class Fellowship Proposal and voting shall be included on the meeting agenda under New Business, notifying the voting board in advance;

Article V: Requirements of Kappa Class Fellowship Recipients

Section 1: Requirements for the Kappa Class Fellowship Recipients

- A. In order to receive a fellowship an applicant must be the current pledge class of the Theta Tau Mu Delta Chapter;
- B. The recipients of the fellowship have from the signing of the Funding Acceptance Agreement until the initiation date to complete the Pledge Class Project;
- C. Any given pledge class may only receive this fellowship once assuming limited funds;
- D. In the event of a proposed project with excess funding, priority spending must occur on any fundraised amounts before fellowship amounts;
 - 1. i.e. If \$100 is awarded through the fellowship and the recipient raised \$150 by other means they have a total budget of \$250. In the case that total project costs are only \$100, funding for the project will come from fundraised amounts, with fellowship amounts remaining untouched;

Article VI: Funding for the Kappa Class Fellowship

General funding for the Kappa Class Fellowship shall be appropriated from the Mu Delta Chapter of Theta Tau annual budget under the Pledge Educator line item;

Section 1: Funding

- A. Every change in the total available funds of the Kappa Class Fellowship must be recorded in the Kappa Class Fellowship Fund Log;
- B. The Kappa Class Fellowship shall be funded by the Pledge Educator with a line item specifically for this purpose;
- C. Private donations may contribute to the total available funds of the Kappa Class Fellowship;
- D. The newly-initiated Pledge Class may contribute to the total available funds of the Kappa Class Fellowship;
- E. The Fundraising Chairman may contribute to the total available funds of the Kappa Class Fellowship;
- F. Each Fiscal term (1 semester), The line item amount to be allocated for the Kappa Class Fellowship is the total available funds last recorded in the Pledge Educator binder + \$50.