

KAPPA KAPPA PSI & TAU BETA SIGMA

SOUTHWEST DISTRICT ALUMNI ASSOCIATION

Preamble to the Bylaws of the Southwest District Alumni Association

Revised: March 30, 2021

Be it known that the Southwest District Alumni Association of Kappa Kappa Psi and Tau Beta Sigma is an organization operating for the following purposes:

1. To foster a spirit of personal and professional growth within the Alumni members of the Southwest District
2. To facilitate social functions and networking opportunities to the members of the Southwest District Alumni Association
3. To provide opportunities for service which are consistent with the mutual purposes of Kappa Kappa Psi and Tau Beta Sigma
4. To promote and assist the activities of the Southwest District and to foster a personal connection between Active members and the Southwest District Alumni Association

The Southwest District Alumni Association Mission Statement

The Southwest District Alumni Association provides collaboration and social opportunities for Alumni, Honorary, and Life Members of the Southwest District of Kappa Kappa Psi and Tau Beta Sigma. We gain continuing involvement from the organizations and support members in the areas of leadership, professional, and personal development. We promote and participate in worthwhile projects to serve the Southwest District of Kappa Kappa Psi and Tau Beta Sigma, as well as the ideals of each organization.

Bylaws of the Southwest District Alumni Association

Article 1.0 General

1.1 The name of this organization shall be the Southwest District Alumni Association of Kappa Kappa Psi and Tau Beta Sigma, also referred to as the SWDAA. The Southwest District may be referred to as the SWD.

1.2 The National Constitutions and any rules and edicts of the National Chapters and National Councils shall take precedence over these Bylaws.

Article 2.0 Officers

2.1 The SWD Governor(s) and Counselor(s) shall have ex-officio membership on the Board of Directors.

2.2 The SWDAA Board of Directors shall consist of the Chairperson, Membership Director, Programs Director, Communications Director, Finance Director, and two Members-At-Large: one from Kappa Kappa Psi and one from Tau Beta Sigma.

2.3 All current and registered members of the SWDAA are eligible to serve on the Board if they have attended a business-related session of SWDAA in the last year or a Southwest District Convention or National Convention within four years prior to running for office. Business-related sessions include committee meetings and General Body meetings. All Board members must be current members of either the Kappa Kappa Psi Alumni Association or the Tau Beta Sigma Alumni Association. The Board of Directors must make every attempt to be present at the SWD Convention.

2.4 Members wishing to run for the SWDAA Board of Directors will submit a candidate packet to an election committee at least 60 days prior to the Southwest District Convention. The Election Committee (as further described in Bylaw 2.5) will interview candidates and decide on a recommendation of officers to be presented to the membership no later than 30 days prior to the Southwest District Convention. The committee will use high levels of discernment and discretion when discussing candidates and making a recommendation to the membership.

2.5 The Election Committee shall be made up of 5-10 members of the SWDAA representing both Kappa Kappa Psi and Tau Beta Sigma, based on interest and availability. Members will submit their interest to serve on this committee to the Chairperson and the Board of Directors will narrow down the selection based on engagement throughout the year, including participation on committees. The Chairperson will serve as the chair of the Election Committee, unless they are re-running for a board position, in which case, the highest ranking board member

who is not running for office shall serve as chair. In the event that no board member is eligible, the committee shall elect a chair from their members.

2.6 Each election to select members of the Board of Directors will begin no later than 30 calendar days prior to the Southwest District Convention and shall be conducted through electronic voting (alternate forms of ballots will be made available upon request). The incoming members of the Board of Directors determined through this election will be identified on or before 14 calendar days preceding the relevant Southwest District Convention, thereby allowing a period of transition between the outgoing Board of Directors and incoming Board of Directors. Each Board member's term of office shall begin upon election and end at the next election. The outgoing Board of Directors shall preside over the meetings at Southwest District Convention.

2.7 The timeline of required dates can be changed at the discretion of the chair of the Election Committee should the chair feel there are an insufficient number of applications or unforeseen circumstances.

2.8 Membership from both the Kappa Kappa Psi Alumni Association and the Tau Beta Sigma Alumni Association must be represented on the Board.

2.9 The Chairperson (also referred to as the Chair) shall serve as a liaison between the SWDAA, the Alumni Associations of Kappa Kappa Psi and Tau Beta Sigma, and the local Chapters of the Fraternity and Sorority. The Chair shall be the presiding Board member at all meetings of the SWDAA. The Chair shall maintain a list of presentations that the Board of Directors is prepared to present. Furthermore, the Chair shall coordinate the Alumni business schedule and agenda(s) for SWD Convention.

2.10 The Membership Director shall be charged with maintaining and pursuing an increased level of membership in the SWDAA. The Membership Director will also be charged with creating innovative ways to engage and provide enrichment to the members of the SWDAA. They shall update and maintain an accurate roster of SWDAA members and shall preside at meetings of the SWDAA in the absence of the Chair. Should the Chair resign or be removed from their position, the Membership Director shall assume the role of the SWDAA Chair and a new Membership Director chosen by the process outlined in Bylaw 2.16.

2.11 The Programs Director shall be the coordinating Board member for all programs, including social and service activities of the SWDAA. They shall plan and publicize the annual District Day and Texas Music Educators Association convention events along with all other social, networking, professional, and service opportunities for the SWDAA.

2.12 The Communications Director shall record and distribute the minutes of all meetings and activities of the SWDAA. They shall also maintain the SWDAA email account and all social media. They shall create presentations with the Co-MALs consisting of the SWDAA announcements for the SWD Area Workshops during the spring semester. Finally, they shall coordinate with other Board members to design and implement creative communication methods and initiatives to communicate with the members of the SWDAA.

2.13 The Finance Director shall maintain complete and accurate financial records of the SWDAA, and will report on such at each regularly-scheduled Board of Directors and General Body meeting. They shall develop and implement fundraisers for the organization.

2.14 The Kappa Kappa Psi and Tau Beta Sigma Co-Members-At-Large ("Co-MALs") shall be charged with pursuing an increased engagement of membership in the SWDAA. The Co-MALs shall coordinate with each other as well as the Board of Directors to advance the interests of the SWDAA by providing additional enrichment for members, assessing board initiatives, and making recommendations for improvement. In addition, the Co-MALs must ensure a representative from the SWDAA facilitates the presentation of the SWDAA announcements at each SWD Area Workshop created by the Communications Director and also other events that are deemed important to the SWDAA interests. The Co-MALs will not have a place in the line of succession should multiple Board members resign, but will instead maintain their office as elected. Each Co-MAL must be a member of the national alumni association affiliated with their elected position.

2.15 A Board member may be removed from office by a majority vote of the remaining Board of Directors. Prior to removal, the Board member shall be notified of the deficiencies in their performance at least one week prior to a regularly scheduled Board of Directors Meeting.

2.16 The Board member up for removal shall make a presentation to the remaining Board of Directors addressing their deficiencies and an action plan to improve them. A vote will be taken after said Board member presents their action plan to determine whether said Board member will remain on the Board or be removed from their position. If the vote of the remaining Board of Directors is unanimous, the Board member will be removed from office immediately. If the vote is not unanimous, the Board member will have a 6-8 week probation period to implement their action plan. After the probation period, the Board of Directors will vote again; a simple majority will remove the officer from the board at this time.

2.17 Upon resignation or removal of any Board member (aside from the Chair) during the operating year, the remaining Board members may appoint a replacement after

an organization-wide application process. The appointed Board member shall serve until the next Southwest District Convention.

2.18 The Board of Directors of the SWDAA shall serve without compensation.

2.19 In addition to the above listed elected officers, the Board may appoint Coordinators on an as needed basis for special programs and projects. If the Coordinator position is needed every membership year, the Coordinator will be appointed at the beginning of the membership year for which they will serve. If a Coordinator is deemed necessary during the membership year, it will be specified upon appointment whether they will serve in the position until the end of the membership year or until the program/project is completed, which may be longer or shorter than the membership year. Coordinators may consist of, but are not limited to, the following:

1. TMEA Coordinator
2. Striving for Greater Professionals Coordinator
3. SWDAA for Education Coordinator
4. Website Coordinator

Article 3.0 Meetings

3.1 The SWDAA shall start its operational year with the opening gavel of the annual SWDAA General Body meeting at the SWD Convention. Should there be no SWD Convention, the SWDAA Board of Directors will choose a time and place to begin the operating year with a General Body meeting. Notice of at least one month shall be given for such meetings.

3.2 Other General Body meetings of the SWDAA may be scheduled at the discretion of the SWDAA Board of Directors. When possible, at least a one month notice of such meetings shall be given to all members.

3.3 Matters arising between General Body meetings may be put to majority vote via electronic ballots; the outcome of such majority votes will be considered adopted. These matters are on an as-needed basis, as determined by majority vote of the Board of Directors.

3.4 Quorum for any General Body meeting is constituted by a majority of the Board of Directors being present.

3.5 The members of the Board of Directors will meet monthly via online or phone conference to give officer reports. Each Board member is required to attend at least 75% of the Board meetings throughout the year-long term, unless given permission otherwise by the Chair.

3.6 In the event a Board member will be absent from a Board meeting, they must give at least 24 hours notice to the Chair, unless extreme extenuating circumstances prevent the Board member from reaching out in advance of the meeting. In such an extenuating circumstance, the Board member should reach out to the Chair regarding their absence as soon as they are able.

3.7 Should a Board member fail more than once to meet the requirements set forth in Articles 3.5 and 3.6, they could be subject to the disciplinary process outlined in Articles 2.14 and 2.15.

3.8 Each Board member must submit a Director's report to the Chair at least 24 hours prior to the monthly meeting. Reports are to be submitted electronically in the designated format.

Article 4.0 Membership

4.1 Any Alumni, Life or Honorary members of the Southwest District of Kappa Kappa Psi and Tau Beta Sigma or any Alumni, Life or Honorary members of Kappa Kappa Psi and/or Tau Beta Sigma that are associated with the Southwest District in good standing are eligible for membership in the SWDAA.

4.2 To be considered a member of SWDAA, each individual must pay a minimum annual contribution of \$10 for the operating year. Membership will run from June 1 - May 31 each year.

4.3 Each SWDAA member is eligible to vote and shall have one vote for each matter presented during all official General Body meetings.

Article 5.0 Operations

5.1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the SWDAA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the SWDAA may adopt.

5.2 The SWDAA shall cooperate with the National Alumni Associations of Kappa Kappa Psi and Tau Beta Sigma, other District Alumni Associations, and the Local Alumni Associations (LAA) located in the Southwest District.

5.3 The Board of Directors shall compose an agenda prior to all General Body meetings. The agenda must be sent out to all SWDAA members via email at least 7 days before the General Body meeting.

5.4 If a SWDAA member is not in attendance at the General Body meeting, they may cast their vote for matters determined to be on the agenda prior to the General Body meeting and they may also choose a proxy to hold their vote regarding matters that arise during the course of the meeting.

5.5 The absent member must cast their vote and choose their proxy, in writing, to the Board of Directors at least five days prior to the meeting.

5.6 One person may not hold more than two proxy votes, for a total of three votes, at any meeting, unless all members in attendance hold the maximum allotted votes. In that situation, members may hold more than two proxy votes.

Article 6.0 Finances

6.1 The Finance Director shall present a Financial Report to the SWDAA members at the Southwest District Convention. The Financial Report should be a brief analysis on expenses of the previous year. The Finance Director shall present a Proposed Budget at the first General Body Meeting following Convention which should represent a predicted and approximate outline of expenses for the upcoming year.

6.2 The Board of Directors must approve expenditures of the SWDAA. These can either be approved in an annual budget that outlines specific purchases or through individual requests. Expenses and reimbursements must be approved with a simple majority vote of the Board of Directors prior to disbursement of funds.

6.3 If a Board Member or SWDAA member needs to be reimbursed money for items or services purchased for the SWDAA, a Reimbursement Request Form must be submitted electronically to the Finance Director within 30 days of purchase. The request must include the budget line item, date of the expense, description of the expense, and date of the Board of Directors' approval. The requestor must also submit copies of the receipt(s) to the Finance Director via email.

6.4 The financial activity records of the SWDAA will be shared by the Finance Director with view access to the entire SWDAA Board of Directors via Google Drive throughout the entire fiscal year.

6.5 The Finance Director will electronically save all receipts and checks related to SWDAA transactions with detailed titles on the Google Drive in a folder that is shared with view access to the entire SWDAA Board of Directors throughout the entire fiscal year.

6.6 The Chairperson of the SWDAA will review semi-annually in March and October the financial activity records that are maintained by the Finance Director and all open accounts with financial institutions. The Chairperson will have access to all login information for these open accounts throughout the entire fiscal year.

Article 7.0 Adoptions and Amendments

7.1 These Bylaws may be amended at any regular General Body meeting with a two-thirds favorable vote collected of the SWDAA members. All amendments take effect at the close of the meeting.

7.2 Any grammatical or numerical changes can be made at the discretion of the Board of Directors.

7.3 An article or section of these Bylaws may be suspended by a two-thirds favorable vote of the SWDAA members at a General Body meeting, provided that the suspension of said article or section does not cause conflict with the National Constitution. Suspension of an article or section of these Bylaws shall otherwise be considered as a motion to suspend the rules.