To: Austin Alumni Chapter Board of Directors

 Kappa Alpha Psi Fraternity, Inc.

From: Nathaniel Darden

 Alexis Horn

Re: Austin Alumni Chapter Delegate Policy Proposal

Brothers:

Please find the proposal that was created to establish guidelines for the support of delegates that are conducting Fraternity business on behalf of the Chapter. The Board of Directors will need to discuss and approve the appropriate Per Diem amounts that will be disbursed for each meeting/conference. According to this policy, the only reimbursement that can occur is to the chapter. There is no scenario in this policy where the chapter will need to reimburse any out of pocket expenses incurred by the delegate. If you have any questions, please don’t hesitate to contact Brother Darden or myself.

Yours in the Bond,

Alexis Horn

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# ARTICLE I - NOMENCLATURE

The organization shall be the Austin Alumni Chapter of Kappa Alpha Psi Fraternity, Incorporated [hereinafter referred to as the *Chapter*] with jurisdiction as prescribed by the Constitution and Statutes of Kappa Alpha Psi Fraternity, Incorporated, its parent body [hereinafter referred to as the *Fraternity*]. The individual shall be the Chapter Delegate [herein after referred to as the *Delegate*], and will be authorized to conduct all business matters on behalf of the Chapter.

# ARTICLE II - REQUIREMENTS

A Delegate shall be defined as a person who meets all the following criteria:

1. Financial on all three (3) levels of the Fraternity
2. Appointed by the Chapter Polemarch

# ARTICLE III – LIST OF MEETINGS/CONFERENCES

## Section 1. Annual Meetings and Conferences

* 1. A Delegate will be appointed by the Chapter Polemarch to attend each of the meetings and conferences listed below each year:
1. Texas-New Mexico Kappa Caucus
2. C. Rodger Wilson Leadership Conference
3. Southwestern Province Council

## Section 2. Biennial Meetings and Conferences

* 1. A Delegate will be appointed by the Chapter Polemarch to attend each of the meetings and conferences listed below each year:
1. Grand Chapter Meeting

# ARTICLE IV – DELEGATE RESPONSIBILITIES

A Delegate shall be required to fulfill the obligations listed below during the meeting or conference they attend on behalf of the Chapter:

1. Be present at the time roll call/attendance is taken
2. Attend all relevant sessions during the meeting/conference
3. Take accurate minutes at each attended session during the duration of the conference/meeting
4. Cast all required votes on behalf of the Chapter
5. Submit a report to the Chapter and provide an overview at the next Chapter meeting

The Delegate shall know which sessions to attend prior to the start of the meeting/conference. If there is any ambiguity on which sessions a Delegate should be present for, the Delegate shall review the meeting/conference agenda with the Chapter Polemarch for guidance on which sessions to attend.

# ARTICLE V – VOTING

A Delegate is to conduct business on behalf of the Chapter. Therefore, the Delegate shall carry out the will of the Chapter for topics that require a vote if the Chapter has discussed and voted on the matter prior to the start of the meeting/conference. If the Chapter did not discuss and vote on a matter prior to the start of the meeting/conference, the Delegate shall vote his conscience on said topic.

# ARTICLE VI – CHAPTER RESPONSIBILITIES

## Section 1. Administrative Responsibilities of the Chapter

* 1. The Chapter shall be responsible for the following:
1. Registering the Delegate for the meeting/conference

## Section 2. Financial Responsibilities of the Chapter

* 1. The Chapter shall be financially responsible for the following:
1. Paying the registration fee for the Delegate
2. Providing **Per Diem** to the Delegate

# ARTICLE VII – PER DIEM

The purpose of Per Diem is a specific amount of money the Delegate receives to lessen the out of pocket expenses incurred for daily living expenses when conducting business on behalf of the Chapter. Daily living expenses include:

1. Travel
2. Lodging
3. Transportation (i.e. rental car, ride share, taxi, bus, etc.)
4. Meals
5. Parking
6. Tolls

The following Per Diem amounts, approved by the Chapter Board of Directors, will be disbursed according to the meeting/conference being attended:

1. Texas-New Mexico Kappa Caucus (2 days) Per Diem amount: **$XXX/XX**
2. C. Rodger Wilson Leadership Conference (3 days) Per Diem amount: **$XXX.XX**
3. Southwestern Province Council (3 days) Per Diem amount: **$XXX.XX**
4. Grand Chapter Meeting: 3 days) Per Diem amount: **$XXX.XX**

The Delegate shall make arrangements that minimize the out of pocket impact for the Per Diem items listed above. The Chapter shall not be responsible for any expenses that exceed the Per Diem amount disbursed.

# ARTICLE VIII – REIMBURRSEMENT TO THE CHAPTER

The Delegate shall submit receipts for all expenses incurred (including travel, lodging, transportation, meals, parking, tolls, etc.), and submit an expense report to the Chapter within 7 days of return from travel. If the total amount spent by the Delegate is less than the Per Diem amount that was received, the Delegate shall reimburse the Chapter for the remaining amount.