

Alpha Psi Alumni Association Bylaws

Adopted: July 2026

Article 1.0: Identification

1.1 Let it be known that the Alpha Psi Alumni Association was established as a full organization on the 9th day of June in the year 2025 and is in affiliation with the Kappa Kappa Psi Alumni Association.

1.2 Further, it is also the intent of this organization to abide by the rules and regulations established in the "Kappa Kappa Psi Alumni Association Constitution." Should any conflict between the National and Local chapter arise, the policies of the National Constitution shall take precedence.

1.3 Any mention of "AΨAA" or "Alumni Chapter" shall hereby be a direct reference to the **Alpha Psi Alumni Association of Kappa Kappa Psi**.

1.4 The official **email** of this chapter shall be: alphapsiaa@kkpsi.org

Article 2.0: Mission

2.1. The mission of the Alpha Psi Alumni Association is to foster collaboration and social connections among Alumni, Honorary, and Life Members of the Alpha Psi Chapter at West Texas A&M University. Our primary aim is to provide support and scholarships to the Alpha Psi Chapter and its affiliated band programs, benefiting the communities of Randall and Potter County. We are committed to upholding the principles outlined in the Kappa Kappa Psi Alumni Association Constitution.

Article 3.0: Membership

3.1. (4.101) All alumni, life, and honorary brothers of the Alpha Psi Chapter of Kappa Kappa Psi in good standing are eligible for membership in AΨAA.

3.2. (4.102) All alumni, life, and honorary brothers of Kappa Kappa Psi in good standing who submit the required national annual dues and/or documentation (as specified by the AABOD) to KKΨAA will be granted full voting membership in AΨAA.

3.3. Types of Membership:

3.3.1 Life Membership - \$750 / Lifetime: Life Membership, along with privileges of such, shall be granted to any Alumni member in good standing upon payment of a Life Membership contribution, the amount to be set by the National Chapter, along with an application to the National Headquarters.

3.3.2 **Alumni Association Membership - \$75 / Year:** To become a full member of the Alumni Association, there is an annual due. This due is not prorated in any way, and once it is paid it is good until the end of the current calendar year, at which point you must renew at the start of the new year. This membership level allows you to participate in Alumni Association programs/events, vote on matters of the Alumni Association, participate in LAA's, and attend District and National Conventions.

3.3.3 **LAA Membership - \$25 / Year:** Local Alumni Associations exist at three different levels: Chapter, Area, and District. The LAA tier of membership was made for Alumni to stay as members of these specific groups, without being involved at the National Level. This tier is paid annually for the calendar year, and additional fees may be present based on the LAA you are joining.

3.3.4 **Graduating/Departing Seniors (Upgrade) - \$25 / Year:** For graduating students, a free year of provisional membership in KKΨAA is automatically provided from the date of graduation until the end of the following calendar year. Spring Graduates whose chapter fills the Graduating Senior Report will be granted Provisional Membership until the end of the following year (18 months). Fall Graduates will receive the following calendar year (12 months). During this free year of provisional membership, the new graduate can enjoy all of the benefits and privileges of KKΨAA members except for the ability to vote in KKΨAA meetings and elections. (These provisional members can become full KKΨAA members at any time by (i) completing a KKΨAA Membership Form and paying annual dues, or (ii) becoming a Life Member of Kappa Kappa Psi and completing a KKΨAA Membership Form for Life Members, which does not require payment of annual dues at this time.)

3.3.5 **Alpha Psi Alumni Association Membership - \$15:** To be recognized as a member of the Alpha Psi Alumni Association, individuals must remit a minimum annual contribution of \$15 for the applicable operating year. This contribution shall be optional for graduating or departing seniors in good standing who have transitioned to alumni status within the preceding academic year. Life Members shall be exempt from the requirement to pay annual Local Alumni Association dues; however, they are strongly encouraged to make a voluntary contribution of \$15, if able, in support of the Association's ongoing operations and initiatives. Membership shall be valid from January 1 through December 31 of each calendar year, with dues serving as a foundational component of the Association's annual funding. Payment of dues entitles members to the following benefits:

- Ability to serve as Alpha Psi Alumni Association Board of Directors
- Attendance at sponsored alumni social events and networking events
- Connect and reconnect with Alpha Psi alumni who would like to continue serving as a brotherhood
- Engage in professional development
- Receive a monthly newsletter and minutes from the Board of Directors
 - This will include any updates from the Active chapter.

Article 4.0: Meetings

4.1 A regularly called chapter meeting shall be held on a biannual basis during the regular membership season of the Kappa Kappa Psi Alumni Association.

- Date and time shall be determined by the Board of Directors
- Meetings may be held either in person or via Discord call. If the Board elects to meet in person, the meeting shall also be streamed to allow participation by brothers who are not locally involved.

4.2 Quorum for any General Body meeting is constituted by a majority of the Board of Directors being present, plus two active KKPsiAA members of the Alpha Psi Alumni Association.

- This definition of quorum must be met at every business meeting for the meeting to be valid.

4.3 The order of business of all meetings shall be:

- Chapter Alumni Relations Officer (If present)
- Communications Director - Reading of Minutes
- Finance Director
- Membership Director
- President

4.4. Report of Committees

- The Association does not have current standing committees. The Board of Directors may establish ad hoc committees as needed, with each committee reporting through the Director designated by the Board.

4.5. Business

- Old Business
 - Items previously discussed within the brotherhood and are in need of further discussion and/or require a vote.
- New Business
 - Business that needs to be discussed with the brotherhood that has NOT been discussed previously with the full brotherhood.

Article 5.0: Board of Directors

5.1. The Board of Directors of the Alpha Psi Alumni Association shall be: President, Membership Director, Communications Director, and Finance Director.

5.2. All Board of Directors may only hold **one (1)** position.

- Unless a vacancy can be readily filled by another member, a current member may be appointed to hold a second position if no other member is willing or available to serve in the vacant role.

5.3. Requirements for Board of Directors

- Shall be an **Alumni, Honorary, and/or Life** member of the Alpha Psi Chapter of Kappa Kappa Psi in good standing at the time of election and at all times while in office.

- Shall have the best interest of this organization at heart.
- Shall be willing and able to devote the necessary time and effort to the execution of the office.
- Shall be a member of the Kappa Kappa Psi Alumni Association

5.4. The elected Board of Directors of the Alpha Psi Alumni Association and their responsibilities:

- President:
 - Preside over all regular business meetings
 - Ex-officio member of all committees
 - Must maintain correspondence within the Kappa Kappa Psi Alumni Association and the Alpha Psi Alumni Association.
 - Must schedule a monthly meeting with the Alpha Psi Alumni Relations Officer and/or President as needed.
 - Must turn in all paperwork required by the Kappa Kappa Psi Alumni Association to maintain active status.
 - Maintain access to the Alpha Psi Alumni Association Google Drive.
- Membership Director:
 - Co-Chair bylaws committee when there is due call for reviewing.
 - In the event that the President is unable to assume office, the Vice President for Membership shall act as President *Pro-Tempore*.
 - Shall actively recruit alumni members of the Alpha Psi chapter to continue the increase of membership.
 - Must make sure that all members of the Alpha Psi Alumni Association are full standing members of the Kappa Kappa Psi Alumni Association within the membership tiers.
 - Promote all National Programs and Awards before their deadline
 - Maintain and update all Awards, Scholarships, and Programs of the Alpha Psi Alumni Association.
 - Please refer to the Awards, Scholarships, and Programs section of the Bylaws for more information
- Communications Director:
 - Maintain all social media presence of the Alpha Psi Alumni Association
 - Ensure that pictures are taken at all events possible at which members are present.
 - Develop contacts with other LAA's in the area
 - Must be familiar with social media platforms and social media marketing
 - Understand principles of copywriting and graphic design, lawyer and publishing.
 - Take minutes of each meeting and distribute them to our membership.
 - Maintain the Alpha Psi Alumni Association Discord

- Finance Director:
 - Announce account balance during business meetings.
 - Maintain and balance all Alpha Psi Alumni Association financial statements to be filed at least once per month.
 - Collect Alpha Psi Alumni Association dues every January of the year

5.5. All Board members should prepare and provide a report at each business meeting.

5.6. All major decisions shall be brought before the brotherhood to be voted on and shall be passed with a constitutional majority vote.

5.7. Removal of Office:

- Any member holding a position within the Alpha Psi Alumni Association may be removed from office for failure to fulfill the duties of their position or for not adhering to the Association's bylaws. In such cases, the Chair shall issue a formal warning to the member. If the Chair is the member in question, the responsibility to issue the warning shall fall to the Membership Director.
- Should the issue persist, the Board of Directors may vote on removal. A majority vote of the Board shall be required to remove a member from their position. The member shall be notified at least 24 hours prior to the vote and shall receive a formal letter communicating the Board's decision within 24 hours following the vote. All actions taken under this section shall be in the best interest of the Association and carried out with respect, without ill will toward the member in question.

Article 6.0: Awards, Scholarships, and Programs

6.1. The Membership Director of the Alpha Psi Alumni Association shall evaluate all Awards, Scholarships, and Programs at the beginning of each term to determine the qualifications set forth in this document. Any changes shall be approved by a majority vote of the Board of Directors and shall take effect immediately.

6.2. The Awards, Scholarships, and Programs of the Alpha Psi Alumni Association shall be:

- Awards:
 - Outstanding Alumni of the Year: The Alpha Psi Alumni Association Outstanding Alumni of the Year award is given to an alumnus who exemplifies the ideals of our organization, is an exceptional member of the Alumni chapter, and actively supports the Alpha Psi Chapter and/or Band Program. The award recipient shall be announced at the end-of-year Alpha Psi gathering. Members shall not hold a leadership position in the Alpha Psi Alumni Association or in Kappa Kappa Psi.
- Scholarships/Grants:
 - This grant is intended to support Alpha Psi Chapter representatives in covering expenses to attend the Southwest District and/or National Convention. Applications for the grant shall open at least three weeks prior to early bird registration. The grant may cover expenses for one or more members of the Alpha Psi Chapter, including hotel accommodations, as determined by the Board.
 - The Finance Director shall allocate at least \$400 in the annual budget to fund this grant.

- Brother to Brother Support Scholarship:
 - Purpose: The Brother to Brother Support Scholarship is intended to provide financial assistance to an active brother of Kappa Kappa Psi who is participating in the WTAMU Band program and experiencing financial challenges during their college education. Assistance may be used toward school supplies, educational expenses, or other needs that may help alleviate financial difficulties. The Association recognizes that college can be challenging, both academically and financially, and seeks to support our brothers when they need it most. Through this scholarship, we strive to embody the spirit of brotherhood and provide the same support and encouragement that Kappa Kappa Psi represents.
 - The Brother to Brother Support Scholarship may be awarded during the Fall and/or Spring academic semesters to an eligible active brother of Kappa Kappa Psi who is a member of the WTAMU Band program. The scholarship is intended to be awarded in an amount of \$150, or another amount as determined by the Board of Directors based on the Association's available funds.
 - Nominations: Nominations shall be submitted through an official Association nomination form and shall be open to active, Life, and alumni members of both Kappa Kappa Psi and Tau Beta Sigma.
 - Nomination Period: The Board of Directors shall establish the nomination period, submission process, and any applicable requirements for each academic semester in which the scholarship is offered.
 - Review and Selection: All eligible nominations shall be reviewed and presented for a constitutional majority vote of the Association in accordance with the Association's established voting procedures.
 - Award Distribution: The scholarship shall be presented or distributed to the selected recipient as determined by the Board of Directors, with the goal of providing assistance at or near the beginning of the applicable academic semester.
- Programs:
 - The Alpha Psi Alumni Association shall support and implement programs that promote engagement, service, and fellowship among its members. Programs shall include, but are not limited to, service initiatives and social events.
 - The Membership Director shall oversee the planning and execution of all programs, with guidance and advisement from the Chair. Specific programs shall not be fixed and may vary each term based on the needs and interests of the Association.
 - Service initiatives may include volunteer efforts, charitable drives, and financial support opportunities that benefit the community or the active chapter. Examples of such initiatives include volunteering at events such as the Greater Southwest Music Festival, organizing donation drives in support of organizations such as Feeding America, or providing assistance to active members attending official events.
 - Social programs shall be designed to foster fellowship and continued engagement among members and with the active chapter. Examples may

include seasonal gatherings, joint events with the active chapter, and informal alumni engagement opportunities.

Article 7.0: Finances

7.1. The Finance Director shall present a Financial Report to the AΨAA members at the last General Body Meeting of the year. 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 LAA renewals which should represent a predicted and approximate outline of expenses for the upcoming year.

7.2. The Board of Directors must approve expenditures of the Alpha Psi Alumni Association. 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.

7.3 If a Board Member or AΨAA member needs to be reimbursed money for items or services purchased for the AΨAA, 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.

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

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

7.6 The President of the AΨAA 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 President will have access to all login information for these open accounts throughout the entire fiscal year.

Article 8.0: Elections:

8.1: The Alpha Psi Alumni Association shall conduct elections annually for the purpose of selecting members of the Board of Directors. The positions to be filled shall include Chair, Membership Director, Finance Director, and Communications Director.

8.2: Announcement of elections shall be distributed to all active members at least two (2) weeks prior to the deadline for submission of candidate materials. The election timeline shall be established and published by the current Board of Directors.

8.3: Candidates seeking office must submit a complete platform by the stated deadline. A platform shall include, at minimum: A letter of intent, A fraternity résumé, and a statement of goals for the position sought

8.4: Upon the close of the submission period, a ballot shall be distributed to all active members of the Alpha Psi Alumni Association. Voting shall remain open for a period of two (2) weeks or until a

quorum of fifty percent (50%) plus one of active members has been reached, whichever occurs first.

8.5 The term of office for all elected Board of Directors members shall begin on July 1 and conclude on June 30 of the following year.

8.6 In the event the current Chair does not seek or secure reelection, they may be offered the opportunity to serve as an Advisor to the Board of Directors for a period of one (1) year. This role shall be non-voting and serve in a consultative capacity.

Article 9.0: Operations

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

9.2 The AΨAA 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.

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

9.4 If an AΨAA 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.

9.5 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.

9.6 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 10.0: Endorsement

10.1 Let it be known that these bylaws were adopted by the Founding members of the Alpha Psi Alumni Association members on July 15, 2026. These bylaws are meant to be improved and revised as necessary.

10.2 The Founding members of the Alpha Psi Alumni Association are:

- Chair - Adalberto Capetillo
- Finance Director - Tim Cuevas
- Communications Director - Tori Wilkinson
- Alumni Secretary - Travis Otts
- Kyle Maxwell
- Patrick Riley

- Cyrus Jackson
- Adalberto Capetillo
- Malik Boyd
- Austin Nakamoto
- Timothy Cuevas
- Katelyn Huckaby
- Anthony Neusch
- Bryan Simmons
- Bo Galvan
- Mason Vincent
- Dionicio Cardenas
- Philip Lloyd Goodson
- Travis Otts
- Victoria Wilkinson
- Jorge Lopez
- Shawn Frausto
- Michael Johnson
- Nadia Ortega
- Alfred Segovia