

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-1

SECTION: General & Administrative

TITLE: Ethics/Code of Conduct PAGE NO.: 1/1

ORIGINAL DATE:

AMENDED DATE: April 28, 2008

POLICY STATEMENT

In order to ensure that the mission of The Kappa Kappa Gamma Charitable Foundation of Houston is not compromised, it is the intent of the organization to develop and maintain an ethical practice environment in all aspects of operation. The following guidelines are intended to ensure that an organizational code of ethics is in place, that its principles are clearly defined, communicated, and reinforced; and that appropriate mechanisms are available to monitor its effectiveness. Any and all Trustees and officers are encouraged to maintain the highest level of personal and professional ethics in any and all interaction with children, parents, guardians or caretakers, professional associations, vendors, peers, subordinates, and the community as a whole. The guidelines associated with this policy shall be observed in order to ensure that neither the appearance nor actual occurrence of irregularity or impropriety is allowed to exist.

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-1
SECTION: General & Administrative PROCEDURE NO.: GA1-01
TITLE: Ethics/Code of Conduct PAGE NO.: 1/1

ORIGINAL DATE:
AMENDED DATE: April 28, 2008

PROCEDURE

All Trustees and officers are encouraged to maintain the highest level of personal and professional ethics in any and all interactions with children, parents, guardians or caretakers, professional associations, vendors, peers, and the community as a whole. The guidelines associated with this policy shall be observed in order to ensure that neither the appearance nor actual occurrence of irregularity or impropriety is allowed to exist. Trustees and officers shall exercise sound ethics in personal behavior and when representing The Kappa Kappa Gamma Charitable Foundation of Houston.

All Trustees and officers will sign the Code of Conduct on an annual basis. The Code of Conduct Form is Exhibit A in the Exhibits section. The signed Code of Conduct will be due at the annual meeting.

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-2
SECTION: General & Administrative
TITLE: Interested Party Transactions/
Conflict of Interest PAGE NO.: 1/1

ORIGINAL DATE:
AMENDED DATE: April 28, 2008

POLICY STATEMENT

The Kappa Kappa Gamma Charitable Foundation of Houston Trustees shall carry out their duties faithfully, administer the business affairs honestly and economically, and utilize their best skill and judgment for the benefit of the organization. The Trustees shall be held to a strict standard of good faith, honesty, and fairness in all dealings. Trustees may on occasion have, or appear to have, a direct or indirect interest in a transaction in which The Kappa Kappa Gamma Charitable Foundation of Houston is or may become involved (an interested party transaction). Trustees shall promptly disclose all such interests and shall conduct themselves in such a manner that all conflicts of interests, improprieties, or the appearance of the same, are eliminated. The President shall disclose a conflict of interest or potential conflict, immediately to the Board of Trustees and such disclosure must be of record in the minutes.

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-2
SECTION: General & Administrative PROCEDURE NO.: GA2-01
TITLE: Interested Party Transactions/
Conflict of Interest PAGE NO.: 1/1

ORIGINAL DATE:
AMENDED DATE: April 28, 2008
AMENDED DATE: April 26, 2021

PROCEDURE

Each Trustee shall annually review the Conflict of Interest Policy which is Exhibit B-1 in the Exhibits section and shall complete a disclosure form (Exhibit B-2) identifying any relationships, positions, or circumstances in which he or she is involved that could contribute to a conflict of interest. Such relationships, positions, or circumstances might include service as a trustee, director or consultant to a non-profit organization that might request funds from the Foundation, or ownership of a business that might provide goods or services to the Foundation. Any changes during the year must be reported.

Prior to a board action on a contract or transaction (i.e., grant approval), Trustees shall disclose any potential interest (e.g., personal, financial, or business) of the director or family that would be affected by any action being considered for a vote by the Foundation (a "conflict of interest"). Such disclosure must be of record in the minutes.

A Trustee who has a conflict of interest may not participate in the discussion except to disclose material facts and to respond to questions and may not attempt to exert his or her personal influence whether at or outside the meeting.

The Trustee with the conflict of interest may not vote on the matter.

Trustees and members of all committees shall not accept gifts, favors, or hospitality that might influence, or appear to influence, their decisions or actions. All Trustees and members of committees shall be advised of this policy.

All Trustees and officers will sign the Conflict of Interest on an annual basis. The Conflict of Interest Disclosure Form is Exhibit B-2 in the Exhibits section. The signed Conflict of Interest Disclosure Form will be due at the annual meeting.

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-3

SECTION: General & Administrative

TITLE: Incident Reporting PAGE NO.: 1/1

ORIGINAL DATE:

AMENDED DATE: April 28, 2008

POLICY STATEMENT

The Kappa Kappa Gamma Charitable Foundation of Houston will respond in a timely manner to written or verbal compliments and complaints. It is the policy to resolve complaints on an individual basis. It is also the policy that the activities and functions of The Kappa Kappa Gamma Charitable Foundation of Houston be safe and that injuries associated with Foundation activities be reported immediately to the President of the Board of Trustees and resolved in a timely manner.

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	GA-3
SECTION:	General & Administrative	PROCEDURE NO.:	GA3-01
TITLE:	Incident Reporting	PAGE NO.:	1/1

ORIGINAL DATE:
AMENDED DATE: April 28, 2008

PROCEDURE

It is the responsibility of the person receiving the compliment or complaint to provide an immediate and appropriate response. Written compliments are to be forwarded to the appropriate Trustee. The President will inform the Trustees. It is the responsibility of the appropriate Trustee to investigate complaints, take appropriate action, and respond to the complaint in writing. Anyone aware of an injury that occurs during an activity or function shall inform the appropriate chairman of the activity or event who then will inform the President of the Board of Trustees.

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	GA-4
SECTION:	General & Administrative	PROCEDURE NO:	GA4-01
TITLE:	Nominating Committee	PAGE:	1/1

ORIGINAL DATE: November 28, 2001

AMENDED DATE: April 28, 2008

AMENDED DATE: April 26, 2021

PROCEDURE:

1. The Chair of the Nominating Committee will be an elected Trustee who serves as Assistant Nominating Chair her first year and Nominating Chair her next two years on the Board.
2. Serving on the Nominating Committee will be the President of the Foundation and the President Elect of the Association.
3. The Chair off the Nominating Committee will select one Foundation Trustee (every other year this will be the Assistant Nominating Chair; the other years it will be an elected Trustee but not the current Association President) and one member of the Association to serve on the committee to make a total of five (5) members.

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-5
SECTION: General & Administrative
TITLE: Nominating Committee Duties PAGE: 1/1

ORIGINAL DATE: November 28, 2001

POLICY STATEMENT

It is the Policy of the Foundation that the Nominating Committee shall select candidates to serve as Trustees of the Foundation. It is the Policy of the Foundation that the Nominating Committee will prepare the slate of officers to be elected by the Foundation.

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-5
SECTION: General & Administrative PROCEDURE: GA5-01
TITLE: Nominating Committee Duties PAGE: 1/2

ORIGINAL DATE: November 28, 2001

AMENDED DATE: April 28, 2008

AMENDED DATE: April 26, 2021

PROCEDURE:

1. The Committee will place in nomination the names of members of the Houston Alumnae Association for Trustee positions that will be open the following fiscal year.
2. The Nominating Committee will select Trustees to serve in the following officer positions:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
3. The Nominating Committee shall endeavor to nominate to the offices of President and Vice President, persons who can serve in that capacity for two years (and therefore four years total due to succession). The term of office shall commence in May of the odd numbered year and end in May of the next odd numbered year.
4. The Nominating Committee will nominate an Assistant Treasurer to begin serving during the last year of the Treasurer's term. She will serve one year as Assistant and two years as Treasurer.
5. The Nominating Committee will nominate the Secretary to a three-year term.
6. The Nominating Committee will nominate all other open positions for three-year terms. At large positions will be used as training positions for Controller, Communications, Governance, Legal/Insurance, Long Range Planning, and Nominating as needed. The Philanthropy Chair will serve as an At-Large member her third year.

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	GA-5
SECTION:	General & Administrative	PROCEDURE:	GA5-01
TITLE:	Nominating Committee	PAGE:	2/2

ORIGINAL DATE: November 28, 2001

AMENDED DATE: April 28, 2008

AMENDED DATE: April 26, 2021

7. The committee will meet annually no later than the February Board meeting. They will present the names of the Trustee candidates to the Foundation at the March meeting, if possible, but by the April meeting at the latest, and hold the election of the Trustees at the Foundation meeting in April. New Trustees and officers will take office at the May meeting.
8. Whenever vacancies occur the Nominating Committee will meet to select candidates to be recommended to the Board for election.

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-6
SECTION: General & Administrative
TITLE: Trustee Position Descriptions PAGE NO.: 1/1

ORIGINAL DATE:

POLICY STATEMENT

It is the policy of the Kappa Kappa Gamma Charitable Foundation of Houston to maintain appropriate job descriptions for Foundation Trustees.

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-6
SECTION: General & Administrative PROCEDURE NO.: GA6-01
TITLE: Trustee Position Descriptions PAGE NO.: 1/1

ORIGINAL DATE:
AMENDED DATE: April 26,2021

PRESIDENT

Basic Functions:

1. Serve as the chief executive officer of the Foundation
2. Maintain master calendar of Foundation business deadlines
3. Ensure that each Trustee is current on their responsibilities
4. Find and appoint both the Pilgrimage Chairmen (begin search during last 6 months of Vice President position) and Luncheon Chairmen
5. Preside at all meetings of the Board of Trustees
6. Chair the Executive Committee
7. Serve a two-year term

Primary Responsibilities:

1. Set annual meeting calendar for monthly meetings before the beginning of a new fiscal year
2. Submit meeting calendar and list of Trustees to Association for publication in directory by June 1 of each year
3. Plan agenda and preside over monthly Foundation Board meetings or any additional meetings that are called
4. Oversee work and progress of event chairmen
5. Attend meetings of Foundation Nominating Committee and Alumnae Association Board
6. Oversee and attend Kappa Gives a Gift
7. Check website frequently for current and up to date information
8. Keep Secretary of State Form 802 current
9. Review and sign annual Tax Return
10. Assist each Trustee on any details or work ongoing in Trustee's area of responsibilities.
11. Have the authority to agree upon and execute all leases, contracts, evidence of indebtedness and other obligations in the name of the Foundation subject to the approval of the Board of Trustees

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational

POLICY: GA-6

SECTION: General & Administrative

PROCEDURE NO: GA6-02

TITLE: Trustee Position Descriptions

PAGE NO.: 1/1

ORIGINAL DATE:

AMENDED DATE: April 26, 2021

VICE-PRESIDENT

Basic Functions:

1. Serve as a Trustee attending substantially all regular monthly meetings and any additional meetings as might be called
2. Be available to the President for any assistance as she may request to fulfill her duties
3. Serve as an officer on the Executive Committee
4. Serve a two-year term, to be followed by a second two-year term as President

Primary Responsibilities:

1. Undertake the duties of the Foundation President in the event of the President's absence or inability to perform such duties
2. Become educated with all aspects of the Foundation
3. Supervise the Foundation Administrative Assistant position
4. Oversee database management for the Foundation
5. Assist Foundation President in the selection of the Pilgrimage Chairmen and the Luncheon Chairmen

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-6
SECTION: General & Administrative PROCEDURE NO.: GA6-03
TITLE: Trustee Position Descriptions PAGE NO.: 1/1

ORIGINAL DATE:
AMENDED DATE: April 26, 2021

TREASURER

Basic Functions:

1. Serve as a Trustee attending substantially all regular monthly meetings and any additional meetings as might be called
2. Serve as an officer on the Executive Committee
3. Serve a three-year term, first year as Assistant and years two and three as Treasurer

Primary Responsibilities:

1. Follow Finance Policies and Procedures for fiscal responsibility
2. Know and/or learn Excel and QuickBooks programs
3. Maintain financial records for the Foundation in QuickBooks with the assistance of the Controller
4. Deposit all money promptly
5. Communicate with the Administrative Assistant regarding donations
6. Prepare, or have accountants prepare, all required State and Federal financial reports (i.e., tax returns, sales tax returns, 1099/1096 employee tax forms)
7. Deliver a written financial report at every Board meeting with the assistance of the Controller
8. Prepare and submit grant requests in a timely manner
9. Communicate with Controller and President as needed on all financial matters
10. Prepare biennial budget for Foundation
11. Assist the Pilgrimage and Luncheon chairs with fundraising budgets
12. Work closely with Pilgrimage and Luncheon chairs in all financial matters

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-6
SECTION: General & Administrative PROCEDURE NO.: GA6-04
TITLE: Trustee Position Descriptions PAGE NO.: 1/2

ORIGINAL DATE:
AMENDED DATE: April 26, 2021

SECRETARY

Basic Functions:

1. Serve as a Trustee attending substantially all regular monthly meetings and any additional meetings as might be called
2. Serve as an officer on the Executive Committee
3. Serve as Recording Secretary
4. Serve as Corresponding Secretary
5. Serve a three-year term

Primary Responsibilities:

1. At the beginning of each fiscal year, notify the financial institution(s) where the Foundation maintains account(s) of any changes to the identity of the Trustees who are authorized to access those accounts. Include copies of any minutes or other information that any such bank requires.
2. At the beginning of each fiscal year, contact the Foundation President regarding what information and documentation the President would like the Secretary to distribute to each Trustee and the way she would like it to be distributed (electronic or paper copies). Examples of information and documentation include, but are not limited to, a roster of current Trustees, minutes of past Board meetings and legal documents.
3. At the beginning of each fiscal year, distribute and collect from each Trustee any required legal, financial, or other forms [Examples of such forms include, but are not limited to, a "Conflict of Interest Disclosure Form" and a "Code of Conduct Form"]. The Secretary shall maintain the same electronically and/or in Secretary's notebook.

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-6
SECTION: General & Administrative PROCEDURE NO.: GA6-04
TITLE: Trustee Position Descriptions PAGE NO.: 2/2

ORIGINAL DATE:
AMENDED DATE: April 26, 2021

4. Notify Trustees of all meetings
5. Take minutes of all meetings
6. Distribute Board minutes from the prior meeting, agenda of upcoming meeting, financial reports and any other committee reports required at least three to five business days prior to the next Board meeting
7. Write thank you notes for donations (not ticket sales) to the Foundation

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-6
SECTION: General & Administrative PROCEDURE NO.: GA6-05
TITLE: Trustee Position Descriptions PAGE NO.: 1/1

ORIGINAL DATE:
AMENDED DATE: April 26, 2021

COMMUNICATIONS

Basic Functions:

1. Serve as a Trustee attending substantially all regular monthly meetings and any additional meetings as might be called
2. Call, chair and supervise any committee that is deemed appropriate by the President and approved by the Board
3. Report committee actions to the Board on a regular basis
4. Serve a three-year term, first year as Assistant Communications and years two and three as Communications Trustee

Primary Responsibilities:

1. Write articles for publication in weekly Association *KeyBlasts*, periodic *Keynotes*, *The Key*, other magazines or newspapers
2. Develop a plan for communicating the purpose and work of the Foundation to the Association
3. Oversee the execution of the communication plan
4. Work with Pilgrimage Chairmen and Luncheon Chairmen in planning event publicity
5. Be responsible for ensuring that all information regarding the Foundation is current and up to date on the Houston Kappa web site by communicating with the database company (currently Elevate) regularly.

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-6
SECTION: General & Administrative PROCEDURE NO.: GA6-06
TITLE: Trustee Position Descriptions PAGE NO.: 1/1

ORIGINAL DATE: April 26, 2021

CONTROLLER

Basic Functions:

1. Serve as a Trustee attending substantially all regular monthly meetings and any additional meetings as might be called
2. Call, chair and supervise any committee that is deemed appropriate by the President and approved by the Board
3. Report committee actions to the Board on a regular basis.
4. Work closely with the Treasurer to keep the Checking and Money Market accounts
5. Serve a three-year term, first year training as the Assistant Controller and years two and three as Controller

Primary Responsibilities:

1. Write checks for all bills received by the Foundation
2. Reimburse for any Foundation expenses paid personally by a member
3. Reconcile the Checking and Money Market account monthly
4. Monitor balances and have Treasurer transfer funds if needed
5. Work with KKG Alumnae Association to split the costs for Elevate-Keynotes, Admin and Website

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-6
SECTION: General & Administrative PROCEDURE NO: GA6-07
TITLE: Trustee Position Descriptions PAGE NO.: 1/2

ORIGINAL DATE:
AMENDED DATE: April 26, 2021

GOVERNANCE

Basic Functions:

1. Serve as a Trustee attending substantially all regular monthly meetings and any additional meetings as might be called
2. Call, chair and supervise any committee that is deemed appropriate by the President and approved by the Board.
3. Report committee actions to the Board on a regular basis
4. Serve a three-year term, first year as Assistant Governance and years two and three as Governance Trustee

Primary Responsibilities:

1. Work with Committee Chairmen to develop and review Policies and Procedures Manual. This should include an annual review of a portion of The Policies and Procedures Manual, so that the entire document is reviewed over a three-year period. Changes in Trustee Position Descriptions should be made as needed. (Philanthropy and Pilgrimage Year 1, Financial Year 2, General and Administrative and Exhibits Year 3).
2. Review Bylaws every fourth year (in the year when the Policies and Procedures Manual is not reviewed). Consult with Foundation attorney on all Bylaws changes.
3. Maintain electronic copies (both Word and pdf versions) of current and past Bylaws and Policies and Procedures for historical record keeping. Only share pdf copies to avoid unauthorized modifications.
4. Maintain Projected Board Member Calendar for Nominating Committee

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-6
SECTION: General & Administrative PROCEDURE NO.: GA6-08
TITLE: Trustee Position Descriptions PAGE NO.: 1/2

ORIGINAL DATE:
AMENDED DATE: April 26, 2021

LEGAL/INSURANCE

Basic Functions:

1. Serve as a Trustee attending substantially all regularly monthly meetings and any additional meetings as might be called
2. Call, chair and supervise any committee that is deemed appropriate by the President and approved by the Board
3. Report committee actions to the Board on a regular basis
4. Serve a three-year term, first year as Assistant Legal/Insurance and years two and three as Legal/Insurance Trustee

Primary Responsibilities:

1. Review and oversee the approval of contracts to be used by Pilgrimage Chairmen, included but not limited to the following:
 - a. Homeowner
 - b. Floral
 - c. Security
 - d. Valet Parking
 - e. Venue arrangements
 - f. Any other contracts or agreements deemed necessary
2. Review and oversee the approval of contracts to be used by the Luncheon Chairmen, included but not limited to the following:
 - a. Venue arrangements
 - b. Speaker or entertainment contracts or agreements
 - c. Any other contracts or agreements deemed necessary

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-6
SECTION: General & Administrative PROCEDURE NO.: GA6-08
TITLE: Trustee Position Descriptions PAGE NO.: 2/2

ORIGINAL DATE:
AMENDED DATE: April 26, 2021

3. On behalf of the Foundation, seek legal advice from Foundation attorney, when necessary, regarding any Pilgrimage or Luncheon contracts.
4. Address insurance needs for the Foundation, Pilgrimage and Luncheon
 - a. Verify coverage from KKG Fraternity Headquarters and obtain any additional insurance, as appropriate. Review and follow Pilgrimage Procedure HP9-01
 - b. Make recommendations to Foundation for approval

REVIEWED: April 26, 2021

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: GA-6
SECTION: General & Administrative PROCEDURE NO: GA6-09
TITLE: Trustee Position Descriptions PAGE NO.: 1/1

ORIGINAL DATE:
AMENDED DATE: April 26, 2021

LONG RANGE PLANNING

Basic Functions:

1. Serve as a Trustee attending substantially all regular monthly meetings and any additional meetings as might be called
2. Call, chair, and supervise any committee that is deemed appropriate by the President and approved by the Board
3. Report committee actions to the Board on a regular basis
4. Serve a three-year term, first year as Assistant and years two and three as Long Range Planning Chair.

Primary Responsibilities:

1. Serve as the primary person to receive and report to the Board issues and concerns regarding the long-term health of the Kappa Kappa Gamma Charitable Foundation of Houston
2. Report to the Board twice a year with a summary and evaluation of long-range issues
3. Chair and appoint members to any special committee the Board identifies as needed to address long range planning concerns
4. Report to the Board the results of any long-range planning special committees

REVIEWED: April 26, 2021

