

**Alpha Psi Education, Scholarship & Leadership Foundation**  
Board Policy Document – February 2025

**Board Customs and Practices Used to Facilitate the Work of our Board**

1. Put the word FOUNDATION as the first word in the subject line of ALL emails to groups or individuals pertaining to work of the Board and Foundation. We all received too many emails, so this practice allows everyone to quickly check any emails regarding the Foundation, and thus expedites our work.
2. If you are requesting/requiring a reply from the recipient, put RSVP in the subject line, and note this fact at the top of the email text.
3. Please respond to all RSVPs within 24 hours if at all possible, and as quickly thereafter if not. We conduct a lot of business by emails, and we need this type of timely response in order to move forward efficiently in conducting the business of the Board and Foundation.
4. Log on to all telephone conference calls 2-3 minutes prior to the start time, thus allowing all meetings to start promptly at the scheduled time. In return, we do not allow conference calls to go beyond the scheduled time of meetings.
5. All Board members and anyone else conducting business of the Foundation may use our conference call service: (605) 475-4000; Access Code: 658106\*.
6. We strive to NOT create last minute “handouts” for use at BOD meetings. Therefore, if you are responsible for an agenda item at a BOD meeting, make certain that you have any documents to be referenced during the discussion to the President at least one week prior to the meeting. In return, BOD Agenda Packets are always mailed several days in advance of all meetings, thus giving plenty of time for everyone to study the agenda and materials in advance of the meeting.
7. For the purpose of file sharing amongst Board Members, you may send original documents (e.g. Word, Excel, PDF) or you may send via links (e.g. Google Docs). However, the President must keep a record of all PDF Foundation documents stored on a non-Cloud hard drive for good governance and for legal reasons.
8. If you will be unable to attend a meeting or participate in a conference call, advise the President as soon as you have this knowledge, even if you are not presenting an agenda item.
9. On occasion, you will see our Foundation referred to as the Alpha Psi Foundation. This abbreviated title has become common practice for some programs, and is fine to use on a limited basis. However, since this is not our legal name, we always need to have official documents of the Foundation noted with either the full name, the Alpha Psi Education, Scholarship & Leadership Foundation, or the APES&L Foundation.
10. Each Board member brings unique experiences and knowledge to the Board. Every Board member is strongly encouraged to actively participate in discussions, provide ideas and suggestions, critically evaluate what is being proposed, and not hesitate to offer contrary thoughts. This level of active and honest participation has been a strength of our Board and has allowed the Foundation to continuously develop and grow into a stronger entity.