



CHAPTER HANDBOOK

Tools, Ideas, and Policies for Successful KDP Chapters

Establishing a Chapter

With the endorsement and support of an institution's administration, chapter applications are submitted to KDP leadership for consideration. With KDP leadership's unanimous support, the institution is entrusted with the management and success of the chapter while working in collaboration with KDP to support teaching excellence.

By chartering a chapter, the institution:

- A. Holds the charter and, as such, ensures the chapter counselors and officers maintain the chapter in active status as defined by the KDP Chapter Handbook.
- B. Ensures that a chapter counselor is appointed and is actively engaged in the chapter. Chapter counselors are selected from the faculty/staff or another designee who is able and willing to fulfill the duties of a Chapter Counselor as a paid or unpaid institution representative. Associate and/or co-counselors are encouraged to provide support and succession for the continuity of the chapter.
- C. Will properly manage all chapter-related financial transactions.
- D. Will recruit at least five members annually.
- E. Provides access to Chapter Counselors for determining membership eligibility.
- F. Supports the Chapter Counselor to provide chapter leadership.
- G. Adopts KDP bylaws, as well as any other policies, rules, or procedures for chapters as set by the National Office.
- H. Adopts KDP's organizational branding guidelines (published January 2022) to ensure a consistent, quality member experience set forth in branding guidelines.

The chapter agrees that it will engage in any activities that fully support and represent the mission of KDP, its nonprofit 501(c)3 tax-exempt status, and the Annual Affiliation Agreement.

Through this unique national-chapter relationship, KDP extends its 501c3 nonprofit exempt status to a KDP chapter via group exemption. Individual chapter's IRS Electronic Identification Numbers (EIN) will be sent to the chapter from the KDP national organization as part of the group exemption.

- A. Charters may be granted to accredited, degree-granting institutions engaged in the preparation of teachers.
 - a. Accreditation of international institutions shall be defined by local, state, territory, or other political divisions, or national guidelines.

- B. Charters may be granted to groups of educators applying for a noninstitutional chapter charter.
- C. An installation fee, as determined by the national organization, shall be remitted to the national organization prior to the date of installation.

Nomenclature

Greek letters may be used for the Chapter name. Any reference to KDP National and/or the collective national community of KDP members and/or chapters shall be in English, with the acronym KDP. Please refer to KDP Brand Standards Guidelines (January 2022), which can be found on the KDP website, for use of logos, seals, names, and other key information.

Election and Installation of Chapter Officers

Each chapter shall elect officers who are active members of both the national organization and the local chapter.

- A. Officers. Each chapter must have a President and a Treasurer. All other officers and suggested duties are recommended and optional.
- B. Method of Election. Chapter officers for the ensuing term shall be elected:
 - a. During any regular meeting of the chapter, or
 - b. Through a ballot sent to all active members, or
 - c. Through a combination of both methods.
- C. Time of Election. Officers shall be elected and installed a minimum of once each academic year and be reported to the chapter's designated staff representative at the national organization no later than 2 weeks after elections are completed. They may also be updated in the chapter management section of the MyKDP online portal.
- D. Vacancies. Should a chapter office become vacant because of resignation, neglect of duty, or other causes, the Chapter Counselor and/or Chapter President may call a special meeting for the purpose of filling the vacancy. The President and Treasurer positions shall not remain vacant and must be filled. The procedure for filling the vacancy shall be the prerogative of the chapter and shall be described in a chapter's addendum to the KDP Chapter Handbook.
- E. Removal of Chapter Officers. Chapter Executive Boards may vote to impeach and remove a Chapter Officer who has not met or upheld the duties of their position. Chapter leadership shall discuss the procedure with their KDP National Office contact.
- F. Duties of the Chapter President may include:
 - a. Preside over the meetings of the chapter and the executive committee.
 - b. Appoint committees subject to the advice and consent of the executive committee.
 - c. Perform other duties as specified in a chapter's addendum to the national chapter policy handbook.
- G. Duties of the Chapter Vice-President may include:
 - a. Preside in the absence of the President and assume the duties of the President should a vacancy occur in that office.
 - b. Serve as Chair of the program committee.

- c. Promote benefits available to chapter members through KDP including, but not limited to, scholarships, events, publications, recognition opportunities, and other online resources.
- H. Duties of the Chapter Secretary may include:
 - a. Keep the minutes of meetings of the chapter and executive committee.
 - b. Handle chapter communications as assigned by the executive committee.
 - c. Keep an accurate record of the chapter membership.
- I. Duties of the Chapter Treasurer may include:
 - a. Receive chapter dues from initiates.
 - b. Make payments for invoices upon order of the chapter.
 - c. Keep an accurate account of monies received and expended.
 - d. Provide, with the cooperation of the Chapter Counselor, for the safekeeping of all chapter funds in an official Chapter bank account. Accounts must be in the name of the chapter (not an individual) and must have at least two signatories.
 - e. All finance management should adhere to institution policy.
- J. Duties of the Chapter Historian may include:
 - a. Furnish reports of chapter activities and submit award applications for consideration to the KDP national organization.
 - b. Assist the Chapter Counselor in the preservation of the charter, documents, and historical records of the chapter. It is advised that these are electronically stored in designated Chapter folders accessible to the Chapter Counselor.
- K. Duties of the Chapter Membership Chair may include:
 - a. Serve as Chair of the membership committee.
 - b. Oversee the organization of each initiation ceremony. Offer national organization virtual ceremonies as an alternative if an in-person ceremony is unavailable.
 - c. Facilitate recruitment of new members, including the organization and execution of an Orientation Meeting.
 - d. Develop retention efforts, including educating members about benefits.
- L. Duties of the Chapter Fundraising Chair may include:
 - a. Develop fundraising programs to support chapter activities and functions, including Chapter representation at KDP's biennial Convocation for teacher candidates (held in odd-numbered years).
 - b. Serve as the primary local chapter contact for KDP's special projects that support local and national awards, including, but not limited to, Chapter Challenge and the chapter grant program.
 - c. Promote KDP scholarships to members.
- M. Duties of the Representative for Online Student or Graduate Student members may include:
 - a. Be an initiated member in good standing.
 - b. Be currently enrolled in an online or a graduate program.

- c. Represent the interests and perspectives of online, graduate, and alumni chapter members, and advise the Executive Committee regarding the needs of the online, graduate, and alumni members.
- d. Participate in the program committee to ensure that programs are implemented that meet the needs of the graduate students and alumni members.
- N. Optional Summer Session Officers. Any chapter may elect and install temporary officers to serve during the summer session of the institution.
- O. Duties and responsibilities other than the above may be authorized by a chapter's addendum to the KDP Chapter Handbook.
- P. Chapters may create additional Officer positions to support member and/or chapter needs.

Recommended Chapter Committees

To achieve the goals and create the level of member involvement that the Chapter hopes to achieve, Chapters may maintain the following committees. They are not required, but are recommended for strong Chapter governance and to develop student leadership:

- A. Executive Committee. The executive committee shall consist of current officers of the chapter, including the Chapter Counselor and Associate Counselor(s), where there are such officers, and may include the immediate Past-President. The duties of the executive committee shall be to:
 - a. Supervise the general activities of the chapter.
 - b. Serve as the official agents for communication.
 - c. Address emergencies between meetings of the chapter.
 - d. Conduct new member initiations or ensure members attend national virtual initiations.
 - e. Ensure members are invited to graduation/recognition event or to attend national virtual recognition.
 - f. Ensure the completion of all required reports.
- B. Membership Committee. The membership committee shall:
 - a. Receive names of candidates suggested for membership.
 - b. Obtain a list of valid candidates from the Chapter Counselor, Co-Chapter Counselor, designated faculty member, or appropriate college/university staff administrator.
 - c. Develop strategies for recruitment of new members and for retention of all members.
- C. Program Committee. The program committee shall be directed by the Vice-President. This committee shall be responsible for planning programs for the chapter that are consistent with KDP's mission and vision.
- D. Fundraising Committee. The fundraising committee shall be responsible for planning fundraising projects for the chapter and/or external organizations having missions that are consistent with KDP's mission and vision.

Chapter Meetings

The chapter should hold at least two meetings during the year (including virtual). At least one meeting should include an initiation ceremony.

Quorum

Typically, a quorum is the number of members whose presence is required before a meeting can act legally. The quorum refers to the number present, not to the number voting. The presiding officer, in determining the presence of a quorum, counts all members visible, whether voting or not. KDP does not recommend an official minimum number of members to meet quorum as part of bylaws. Rather, quorum may be established at the time of a vote by a simple majority of those in attendance.

Legal Documents for Chapter Operation

The KDP National Office does not require a chapter to submit legal documentation, other than the annual Chapter Affiliation Agreement. Chapter legal documents, if they exist at the chapter-level, shall not conflict with KDP's Articles of Inc. or Bylaws.

Chapter Status

- A. **Active.** To be in good standing, a chapter will meet or complete the following requirements:
 - a. Submit a signed annual Chapter Affiliation Agreement prior to the published deadline.
 - b. Respond to requests for information by the KDP Chief Executive Officer (CEO) or the KDP Chief Experience Officer (CXO).
 - c. Actively support the ideals, vision, mission, and goals of KDP.
 - d. Name at least one Counselor selected from the faculty/staff or another designee, who is able and willing to fulfill the duties of a Chapter Counselor as a paid or voluntary institution representative. Except where institutional policies dictate otherwise, a Chapter Counselor shall be appointed to the position by the appropriate institutional official or through a self-nomination process. Chapters may have multiple Chapter Counselors acting as Co-Counselors.
 - e. Alumni or professional chapters may select their own Chapter Counselor.
 - f. Chapters may select one or more Associate Counselors. All provisions applicable to the Chapter Counselor shall apply to Associate Counselors.
 - g. In Chapters that have no Chapter Counselor, the Dean or designee will be asked to perform the duties of the Chapter Counselor
 - h. Communicate with their designated KDP national organization staff representative on a quarterly basis. Each chapter will be assigned to a staff liaison to support Chapter Leadership in fulfilling the role and responsibilities.
 - i. Host professional development, service, and/or social activities, as well as programs that engage and encourage chapter members to maintain their active, individual membership with KDP. This may include using the offerings by KDP national for professional development resources and learning experiences.

- j. Identify, invite, and initiate eligible members year-round, including students from all areas of teacher preparation—including online programs, alternative certifications, and teaching certificate programs to participate in the chapter—unless the chartering institution prohibits this type of member recruitment and engagement.
 - k. Initiate at least five (5) new active members each academic year.
 - l. All chapter activities shall align with professional ethics. Chapters in violation of campus regulations may face KDP chapter status revocation. Programming and activities should align with the values, guidelines, and policies of the university where the chapter is located.
 - m. Any chapter activities that may conflict with KDP's Articles of Inc., bylaws, mission, vision, and goals, need to be disclosed immediately to the chapter's KDP national staff liaison for review.
- B. **Dormant.** If an active chapter is unable to initiate five (5) new members, submit the chapter affiliation agreement, or maintain engagement with members of the chapter, a representative from the institution and/or KDP national organization can request to move the chapter to Dormant Status.
- a. There will be a written agreement between the KDP national organization and the primary contact on behalf of the institution to move to Dormant Status. The agreement outlines these conditions:
 - i. There will be no chapter activity.
 - ii. All debts will be paid.
 - iii. The remaining financial assets will be held by KDP on behalf of the chapter for 2 years.
 - b. Upon approval by the KDP Chief Executive Officer (CEO) or the KDP Chief Experience Officer (CXO) of a chapter's Dormant Status, the host institution will receive written notice.
 - c. In Dormant Status, all rights and privileges of an Active Status chapter are paused.
 - d. The locally held chapter funds shall be immediately transferred irrevocably to the general unrestricted fund of the KDP national organization. Communication with your KDP national staff liaison through this process is vital to ensure the chapter is fulfilling all fiduciary duties.
 - e. Chapters may be removed from Dormant Status by submitting an Active Status Chapter Reinstatement Plan that meets all Active requirements, and, with approval from the KDP Chief Executive Officer (CEO) or the KDP Chief Experience Officer (CXO), can be moved from Dormant to Active Status.
 - f. Chapters in Dormant Status for more than 2 years will be moved to Withdrawn Status.
- C. **Withdrawn.** An institution can request that their chapter be withdrawn. A Withdrawn chapter may not be reinstalled for a minimum of three (3) full (12-month) fiscal years from the date of withdrawal. The KDP Chief Executive Officer (CEO) or the KDP Chief Experience Officer (CXO) also can withdraw a chapter that does not support the ideals, missions and/or goals of KDP, or has been in Dormant Status for two consecutive (KDP) fiscal years.

- a. Upon approval by the KDP CEO/CXO of Withdrawn status, both the chapter and host institution will receive written notice 3 months prior to the withdrawal date.
- b. The host institution will return the charter document to the KDP national organization.
- c. The locally held chapter funds shall be immediately transferred irrevocably to the general unrestricted fund of KDP national. Communication with your KDP national staff liaison through this process is vital to ensure the chapter is fulfilling all fiduciary duties.
- d. The institution must pay reinstallation fees when the chapter is reinstalled.
- e. KDP reserves the right to revoke a chapter's charter at any time should the chapter fail to comply with requirements set forth by these policy documents. Notification of the charter's revocation will be provided to the College of Education's Dean, Provost, or Chair by an official letter from the organization's CEO and Board President.

Chapter Membership

- A. To join a chapter and remain a member, an individual must also join the KDP national organization. The preferred way to join is via the KDP website (www.kdp.org).
 - a. Chapters may deny or terminate an individual's membership in the local chapter, but may *not* deny their individual membership in the KDP national organization. In essence, a person who meets KDP national membership's minimum requirements *can* be a member of KDP without being a member of a local KDP chapter.
- B. Chapters may designate their own minimum eligibility requirements for GPA and/or other criteria. The national GPA requirement for membership is 3.0 or the equivalent, so the local chapter GPA needs to be at least 3.0 or higher.
- C. Chapters are allowed to deny membership in the *local chapter* based on the following objective criteria, which should be shared in writing with every member before joining:
 - a. Not paying local dues through appropriate avenue
 - b. Not meeting local deadlines for membership and initiation
 - c. Not meeting local chapter participation expectations, which must be shared with every member prior to joining the chapter
 - d. Any criteria established for maintaining a good standing membership must be objective (measurable) to avoid biases or discriminatory practices (i.e., meeting attendance, payment of local dues, activity hours, etc.).
- D. When revoking or denying local chapter membership for any reason, the chapter must communicate this to the KDP national organization staff liaison via email within the same calendar month the membership was denied or revoked.
- E. When revoking or denying local chapter membership for any reason, the chapter must communicate with the person being denied that IF the person meets KDP's national criteria, the person can still join KDP at the national level – just not at the local chapter level. This person would receive all standard KDP member benefits from the national organization, but would not participate in or benefit at the local chapter level.

- F. Chapter officers' memberships must be in good standing for both KDP national and chapter membership to serve as an officer.

Chapter Online Presence

The Chapter Online Presence shall:

- A. Support the ideals, mission, vision, and goals of KDP.
- B. Not conflict with the KDP Articles of Inc. or Bylaws.
- C. Contain the following disclaimer: *The opinions and comments expressed via this electronic forum do not necessarily reflect the views of the KDP national organization.*
- D. Utilize brand-aligned digital assets.

Chapter Brand Compliance

- A. To maintain compliance with the KDP Brand, initiation and chapter supplies should be purchased via the KDP store as authentic KDP apparel. Fundraising supplies with the chapter Greek name or "KDP" on it (chapter tee shirts, drinkware, etc.) that are *not* purchased from the KDP store must be pre-approved by KDP's Chief Communications & Marketing Officer (CCMO) via marketing@kdp.org.
- B. Adhere to KDP organization branding guidelines to ensure a consistent quality member experience and reflection of the KDP national community.
- C. Chapter social media accounts must reflect brand standards and values of the KDP national organization set forth in the branding standards.

Chapter Operations

- A. Chapter counselors need to keep all chapter information up to date via the KDP online chapter management portal or via email to the KDP national organization staff liaison assigned to your chapter. This includes but is not limited to changes in the Dean of the School of Education, the institution address, and officer updates.
- B. Chapter bank accounts need at least two signatories on the account. The account must NOT be in the name of a person but in the name of the chapter. This is important for legal and fiduciary purposes as the chapter is an extension of KDP's IRS tax-exempt status as a nonprofit organization. The accounts cannot be set up as personal individual bank accounts nor should they be in only one person's name.
- C. All chapter activities will comply with the university's policies, student handbook, and code of conduct.
- D. Annual attendance and completion of chapter operations training for Chapter Counselors and Chapter Officers provided by the KDP national organization is required unless excused by the chapter's KDP national organization staff liaison.
- E. Chapters should use a KDP-provided release form for all photographs and audio/visual recordings at chapter events to have approved permissions for use.
- F. KDP values diversity, equity, and inclusion by embracing all people without regard to race, ethnicity, sex, sexual orientation, gender identity, national origin, citizenship status, age, disability, religion, or any other protected status. Chapters are required to uphold and reflect KDP's diversity values.

- G. A certificate of insurance is provided by the KDP national organization for standard chapter activities. Please consult with the carrier for additional coverage of activities and requests for event insurance certifications. Never assume you have liability coverage for special chapter activities or events without confirming details with the insurance company. It is also advised to confirm with your institution that a special activity or event does not jeopardize their liability coverages.

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(317) 972-7142 FAX

*Policies are subject to change at the discretion of KDP's Board of Directors and/or CEO. The Chapter Handbook will be maintained on KDP's website in the Chapter Portal for access to Chapters. Membership Handbook (policies) will be maintained on the general KDP website for access to all. A notification will be sent to each Chapter for any policy changes (include date/update published).



MEMBERSHIP HANDBOOK

Tools, Ideas, and Policies for Successful Participation as a KDP member.

Eligibility for KDP Membership and membership in KDP's National Honor Society in Education requires the following:

- A. All candidates submit an unofficial transcript or copy of a KDP-written invitation during application.
- B. Degree-seeking students shall be enrolled in 6 hours of education courses; have a minimum collegiate GPA of 3.0 (or the equivalent of 3.0 on a 4.0 grading scale if a different system is used by the institution); and support KDP's mission, vision, and values.
- C. Alternative Certification candidates with a bachelor's, master's, or doctoral degree shall be enrolled in or have already completed 6 hours of education courses and support KDP's mission, vision, and values. There is no GPA requirement for someone who is pursuing teaching credentials and has earned a baccalaureate degree.
- D. Teachers who are in-service professionals shall submit proof of an undergraduate degree via an unofficial transcript. If the teacher is licensed and teaching and has a baccalaureate degree, there is no GPA requirement—only proof of a degree, the teacher's current position title, and school name and district where they are teaching.

KDP Membership

- A. An invitation to join KDP may be offered to people who meet all minimum requirements, without regard to race, ethnicity, age, religion, gender or sexual identity, disability, or other protected status.
- B. KDP has two types of membership levels as of January 1, 2022: (1) Teacher Candidates (preservice teachers) who are undergraduate or graduate students and anyone pursuing an alternative certification, and (2) New Teachers (in-service teachers, and any degreed teacher or educator).
- C. To be affiliated with a local KDP chapter, a member must meet the local chapter requirements, which vary per chapter. However, a member may join KDP through the national organization only, without local chapter affiliation. Engaging with a local KDP chapter is highly encouraged to maximize the KDP experience.

- D. Active KDP Membership. A person who has become a member of KDP remains an active member of KDP and receives all benefits of KDP membership for the duration of time that their KDP national dues are paid. To remain an active member of a local chapter, requirements of that chapter will also need to be met.
- E. KDP gives members the opportunity to pay annual dues on a prorated monthly basis for 12 months or a one-time annual fee (as of January 1, 2022). There is no cost difference between the monthly or annual dues payment. Dues are slightly reduced for Teacher Candidate undergraduate members in comparison to all other members.
- F. All members shall be provided with a KDP Creed, Certificate, and welcome materials outlining membership expectations and benefits.
- G. Membership types such as family, lifetime, retiree, and emeritus gold are not available for purchase effective January 1, 2022.

Chapter Membership

- A. Active Chapter Membership. A person who has become a KDP member is an active member of both a local KDP chapter and KDP national, if both national and local chapter dues are paid. A KDP member may not only pay chapter dues. An active life member of KDP is an active chapter member if local chapter dues are paid.
- B. Teacher Candidate student members of KDP must be in good standing with the university and adhere to their institution's code of conduct.
- C. Transferring Membership between Chapters may be an option. An active member of KDP may transfer membership from one chapter to another with the appropriate notification to the KDP national organization via membership@kdp.org. Multiple chapter memberships are permissible.
- D. All candidates for membership shall be duly initiated in person or virtually using the official KDP ceremony. Local chapters and KDP national offer initiations.
- E. Involuntary Suspension of Individual Members. A member may be suspended for cause. A two-thirds (2/3) vote of the chapter executive committee is required for suspension of chapter membership, and an approval by the KDP Chief Executive Officer (CEO) or Chief Experience Officer (CXO) is required for suspension of KDP membership. Keep in mind that suspension is typically a process regulated by some laws to ensure equity and no discrimination on any bases.
- F. To be eligible to wear graduation regalia, a member must be an active (paid) member in good standing with the national organization. Active members of KDP national, who do not belong to their local chapter, may also wear graduation regalia.
- G. Chapter Dues: Chapters may charge up to \$50 annually for local membership dues. Chapters need to inform the KDP national organization of their local dues and initiation fees via the annual Chapter Affiliation Agreement.

KDP Membership Bylaws

1. Membership Eligibility

- A. Regular Membership shall be composed of individuals preparing to be a teacher, who are licensed or employed as a teacher, or who work and serve in the field of education *and* meet all membership eligibility criteria established by KDP's Board of Directors as stated in the Membership Handbook. Regular Membership may be segmented into various types of membership levels as indicated in the KDP Membership Handbook.
 - B. Honorary Membership shall be composed of individuals who have a significant impact on the field of education or KDP and meet criteria established by the KDP Board of Directors as stated in the Membership Handbook. KDP Chapter Counselors and KDP staff may approve Honorary Membership based on the Board-approved criteria in the Membership Handbook.
- 2. Active Membership. Active membership shall be limited to qualified individuals who pay applicable dues established by the Board of Directors and meet the criteria for membership as stated in the Membership Handbook, provided such criteria and qualifications are without regard to race, ethnicity, age, religion, gender, sexual identity, disability or other protected classes.
- 3. Resignation.
 - A. A member may resign by submitting a written resignation via mail or electronically to KDP's Chief Experience Officer (CXO) or KDP's CEO. Email sent to: membership@kdp.org
 - B. A member's resignation does not relieve a member from financial liability for the full 12-month, annual dues, or other obligations accrued and unpaid as of the date of resignation.
- 4. Inactive Membership. A member moves to inactive membership without action of the Board of Directors for failure to pay applicable dues. At any time, a member may reactivate their membership without need for invitation or initiation by paying dues moving forward.
- 5. Expulsion.
 - A. A member may be expelled by the Board of Directors by the following:
 - a. the member is provided with 7 days of advance written notice including the reason for the proposed expulsion; and,
 - b. the member has an opportunity to contest the proposed expulsion in writing or in person before the Board of Directors within 30 days of the effective date of the expulsion; and,
 - c. the member receives a final written notice of the Board's decision.
 - B. The process to contest an expulsion is stated in the Membership Handbook.
 - C. If a member is acquitted or the issue is proven unfounded, then the member may be reinstated by the Board of Directors.
- 6. Rights and Privileges for Regular and Honorary Active Members. The rights and privileges of Regular and Honorary Active Members are as follows:
 - A. Voting. Members' voting rights are restricted to:

- a. voting to elect the Officers (President-Elect, Treasurer, President) *and* at least 60% of the Board of Directors (60% includes the Officers);
 - b. voting on removal of Board members for cause per the Articles of Incorporation, Article V, Section 5; and,
 - c. approving any modifications to the Articles of Incorporation.
- B. Engagement: To participate in membership meetings, events, activities, and benefits.
- C. Benefits: To receive membership benefits as designated in the Membership Handbook and/or listed on the KDP website.
- D. Election: To pursue a nomination to serve on the Board of Directors, Standing Committees, Councils, or Task Forces based on the criteria established in these Bylaws.
- E. Other Service: An opportunity to participate in KDP-related volunteer activities and/or with a local KDP Chapter Affiliate if criteria for voluntary service is met.
- F. Access to Information: Access, upon written request to the CEO, to membership names and affiliations of those serving on the Board, Committees, Councils, Coalitions, and Task Forces; KDP Board minutes; and KDP financial annual audit and tax filings.
- G. Promotion: Opportunity to publicly promote one's individual membership affiliation with KDP. KDP also reserves the right to promote affiliation with individual members by publicly sharing a member's name and organizational affiliation (collegiate or professional). All promotions should align with KDP's mission, purpose, vision, and values.